



Canadian
Cancer
Society



The Stand Up To Cancer Canada Metastatic Breast Cancer Dream Team

Research Funding Program Guidelines and Application Instructions

ADMINISTERED BY

AACR American Association
for Cancer Research®

INTERNATIONAL - CANADA

SCIENTIFIC PARTNER OF STAND UP TO CANCER

TMF Canada Management Inc.
330 Bay Street, Suite 820
Toronto, Ontario, Canada M5H 2S8
647-794-4598

su2ccanada@aacrcanada.ca; www.aacrcanada.ca

Table of Contents

PROGRAM GUIDELINES	2
About Stand Up To Cancer Canada, CCS and CIHR	2
Mission Statement	3
Application Deadline	3
Competition Objective and Program Description	3
Metastatic Breast Cancer Dream Team Member Eligibility Criteria	4
Evaluation of Proposals	7
Research Funding Terms	8
APPLICATION INSTRUCTIONS	13
Full Application Procedure	15
Changes to the Application	23
INQUIRIES	24

PROGRAM GUIDELINES

THE FUNDERS

ABOUT STAND UP TO CANCER CANADA (SU2C Canada)

Stand Up To Cancer Canada, an initiative of SU2C Canada, aims to build broad support throughout Canada for the groundbreaking SU2C research models that can produce meaningful advances in cancer treatment. With the goal of accelerating the pace at which new therapies get to patients, SU2C Canada enables leading scientists in different disciplines from multiple institutions to work together under SU2C's collaborative model of research and rigorous scientific oversight. Stand Up To Cancer Canada is an initiative of SU2C Canada, a Canadian registered charity (Reg. # 80550 6730 RR0001) established to support collaborative cancer research, education, and awareness programs within Canada. Since its launch in 2008, the SU2C research portfolio, including US-based SU2C, and SU2C Canada, has launched 23 "signature" Dream Teams, 16 Research Teams, 11 SU2C Catalyst® Teams and 46 early-career Innovative Research Grants, with more than 1200 scientists from over 140 institutions involved to date. Cumulatively, their work has led to the launch and/or completion of more than 180 clinical trials involving more than 9000 patients. Across Canada, over 130 Canadian investigators from ten institutions have been engaged in the SU2C Canada Cancer Stem Cell Dream Team, SU2C Canada-CCS Breast Cancer Dream Team as well as US-based SU2C Dream Teams focused on prostate, pediatric cancers, and epigenetics; the SU2C-FFF HPV Research Team; the SU2C Catalyst Hypermutant Pediatric Cancers Team as well as one Phillip A. Sharp Award for Innovation in Collaboration.

As the Scientific Partner in the SU2C Canada initiative, AACR International-Canada provides scientific oversight and conducts expert peer review and grants administration for SU2C Canada. The AACR, and its international branches, are 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.

ABOUT THE CANADIAN CANCER SOCIETY (CCS)

The Canadian Cancer Society (CCS) is a national, community-based organization whose mission is to eradicate cancer and the enhance the quality of life of people living with cancer. Formed in 1938, the CCS is the largest national charitable funder of cancer research in Canada. The CCS has supported thousands of researchers by administering \$1.7 billion in cancer research funding. For more information, visit <http://www.cancer.ca/>.

ABOUT THE CANADIAN INSTITUTES OF HEALTH RESEARCH (CIHR)

The Canadian Institutes of Health Research (CIHR) is the Government of Canada's health research investment agency. CIHR's mission is to create new scientific knowledge and to enable its translation into improved health, more effective health services and products, and a strengthened Canadian health-care system. Composed of 13 Institutes, CIHR provides leadership and support to more than 13,000 health researchers and trainees across Canada. For more information, visit www.cihr-irsc.gc.ca/.

PROGRAM MISSION STATEMENT

The **Stand Up To Cancer Canada Metastatic Breast Cancer Dream Team**, supported by CCS and CIHR, represents a new, focused effort to implement advances in metastatic breast cancer research as rapidly as possible through the creation of a collaborative, translational, cancer research "Metastatic Breast Cancer Dream Team". The most talented and promising researchers across Canadian institutions will be assembled into a pan-Canadian Dream Team, forming an optimal configuration of expertise needed to solve key problems in metastatic breast cancer and positively impact patients in the near future. This Metastatic Breast Cancer Dream Team will span multiple disciplines and utilize the new tools of modern biology to attack research questions in a coordinated way. Mechanisms to foster collaborations within the Dream Team will be employed – an approach that promotes the sharing of information and a goal-oriented focus on measurable milestones of progress. SU2C Canada, CCS and CIHR believe that this unique Metastatic Breast Cancer Dream Team model will advance scientific research in the interests of both today's cancer patients and those who may develop cancer in the future.

Total funds up to \$6 million CAD are available from the funders; please see page 4 for further details. This grant offers funding for a 4-year research term, depending upon project requirements, and will be contingent on the SU2C Canada Scientific Advisory Committee (CSAC) and the Canada Metastatic Breast Cancer Subcommittee (CMBCS) finding that the funds are justified and that milestones and deliverables have been appropriately selected and are being satisfactorily pursued and achieved. The funds must be used for research at Canadian institutions.

APPLICATION DEADLINE

- A Letter of Intent (LOI) for the Stand Up To Cancer Canada Metastatic Breast Cancer Dream Team, supported by CCS and CIHR must be submitted by **12:00 pm ET Friday, August 10, 2018**. The LOI must be submitted in English. See page 13 for further Application Instructions.
- Invited Full Proposals for the Stand Up To Cancer Canada Metastatic Breast Cancer Dream Team, supported by CCS and CIHR must be submitted by **12:00 pm ET Friday, October 26, 2018**. The Full Application must be submitted in English. See page 13 for further Application Instructions

COMPETITION OBJECTIVE

- To focus the efforts of the Canadian research community on accelerating the pace of groundbreaking translational research on critical problems in metastatic breast cancer.

PROGRAM DESCRIPTION

The successful Dream Team:

- Will develop a translational cancer research project that addresses critical problems in metastatic breast cancer patient care including prevention strategies for those individuals at high risk of metastatic disease and increasing understanding of the biological mechanisms of metastatic progression.

- Will design and carry out projects that accelerate the application of preventative, diagnostic or therapeutic approaches to prevent metastatic disease to the clinic.
- Will have leadership (Leader, Co-leader and Principals) that involves a minimum of 3 and a maximum of 6 institutions from 3 different regions in Canada.
- Will include at least 2 promising Early Career Investigators whose development will be integral to the success of the team.
- Will include plans describing how the work will be translated into the clinic. The ideas should be based on perceived opportunities for success as well as high-priority areas with a critical need for rapid progress beyond current medical care.

FUNDS AVAILABLE

Funds of up to **\$6 million CAD** over 4 years are available to support one Metastatic Breast Cancer Dream Team;

Of this:

- Up to **\$3.5 million** is available from CCS and **\$2.5 million** from CIHR, with support from Stand Up To Cancer Canada.

METASTATIC BREAST CANCER DREAM TEAM MEMBER ELIGIBILITY CRITERIA

This research funding opportunity is in support of one integrated and cohesive pan-Canadian Dream Team that will undertake Metastatic Breast Cancer research. The research should focus on critical problems in Metastatic Breast Cancer.

In particular, the applicants must:

1. Focus on addressing critical problems of Metastatic Breast Cancer (see Program Description page 3).
2. Present a plan for how the Dream Team's discoveries can be translated into applications with clinical utility.
3. Build a pan-Canadian program (includes Dream Team Leader, Co-leader and Principals from AT LEAST 3 different regions) which brings together interdisciplinary research groups to answer questions that will significantly advance the field of Metastatic Breast Cancer Research.
4. Display integration, cohesion, and leveraged networking with respect to resource and data sharing mechanisms for existing and planned platforms, resources, and results.
5. Present innovative approaches and integrate advances from other fields or technologies.
6. Include training opportunities for the future generation of scientists and foster an entrepreneurial culture within the community.
7. Address issues of importance to end-users, including patients, industry, health care administrators and oncology practice guideline panels.

Definitions.

Dream Team Leader (DTL). The Dream 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 DTL must ensure that the Team complies with the terms and conditions of the award, and will be the primary contact person for the AACR International-Canada.

Dream Team Co-leader. A Dream Team Co-leader should be designated by the Dream Team Leader to assist in directing the scientific and technical work of the Team. A Co-leader will serve as an alternate contact person for AACR International-Canada.

Dream Team Principals (DTPs). Dream Team Principals are senior investigators who will lead a component(s)/subproject(s) of the Dream Team research project.

Dream Team Project Manager. The Dream Team Project Manager (PM) is the administrative leader of the Dream Team and the key administrative contact for the Team with Stand Up To Cancer Canada and AACR International-Canada. The PM is responsible for the coordination of all team efforts to consistently maintain a high level of functionality, collaboration and communication.

Advocates. Advocates will bring the perspectives of those affected by cancer (e.g., patients, survivors, caregivers) to the work of Dream Team. They will enable the Dream Team scientists to see their research through the eyes of the target audience and integrate these perspectives into the direction of the Dream Team research. While each Dream 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 DTL, Co-leader, and DTPs, who are employed at the DTL's Co-Leader's or DTP's institutions and contribute substantively to the Dream Team research project, may be included as members of the Dream Team.

Early Career Investigators. Junior faculty (i.e. independent investigators who have completed their training and are within 5 years of their first academic appointment at the start of the research funding 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 DTL, Co-leader, DTP, or Investigator) must be included as members of the Dream Team.

Collaborators. These are senior investigators who are employees or subcontractors of a government institution or for-profit industry, and who could make valuable contributions to the Dream Team research project.

Regions. Dream Team Leader, Co-leader and Principals must represent at least three regions of Canada which are: The Atlantic Provinces, Central Canada, The Prairie Provinces, The West Coast, and The Northern Territories.

Dream Team Composition.

Each Team will consist of a Dream Team Leader, a Dream Team Co-leader, no more than four additional Dream Team Principals, at least 2 Early Career Investigators, a Dream Team Project Manager, and at least two Advocates, **with no more than six but a minimum of three participating institutions across three different regions of Canada:**

Dream Team Composition

Key Personnel:

*Required

Leader
At Institution 1

Co-leader
At Institution 2

Principal
At Institution 3

Early Career Investigator
(2)

Project Manager

Advocates
(2)

*Optional

Principal
At Institution 4

Principal
At Institution 5

Principal
At Institution 6

*Leader (1), Co-leader (1), and Principals (1-4) must each be from a unique institution across 3 different regions. Except for the Project Manager and Advocates, no two Key Personnel can be from the same institution.

Additional Members:

- Investigators
- Collaborators

The Dream Team Leader, Dream Team Co-leader, Dream Team Principals, Dream Team Project Manager, Early Career Investigators and Advocates are collectively referred to as Key Personnel. The Dream Team Leader, Co-leader, Principals and Early Career Investigators must have acquired a doctoral or medical degree, and must be independent investigators affiliated with an academic, medical, or research institution.

The Dream 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 Dream Team research project. Dream Team Principals must each dedicate at least 10 percent of their time and effort to the Dream Team research project.

No Dream Team will have more than one Dream Team Leader, Co-leader, or Principal from any given institution at the time of their initial appointment on the Team. Except from the Project Manager and Advocates, no more than three Key Personnel may be from affiliated institutions. It is expected that additional Investigators from the Dream Team Leader's, Co-leader's or Principals' institutions may be involved in the Dream Team research project in some other capacity, and there is no limit to the number of Investigators from each of these institutions that may contribute to the Dream Team project.

Employees or subcontractors of for-profit industry are not eligible to serve as a Dream Team Leader or Principal, but their participation as Collaborators is encouraged, where appropriate, to foster the development of novel diagnostic and treatment strategies. No research funding may be directed to Collaborators working outside of Canada or in the for-profit industry. Confidentiality and intellectual property issues must be negotiated with Collaborators prior to their participation in a Metastatic Breast Cancer Dream Team research project.

Early Career Investigators, including junior faculty, postdoctoral fellows, clinical research fellows, or any other researchers working under the direction of a scientific mentor, are not eligible to serve as a Dream Team Leader, Co-leader or Principal, but their participation in the Metastatic Breast Cancer Dream Team research projects is required.

There are no citizenship or residency status restrictions, but the funds must be used for research at Canadian institutions. Neither members of the SU2C Canada Scientific Advisory Committee (CSAC), the Canada Metastatic Breast Cancer Subcommittee (CMBCS), nor members of their individual laboratories are eligible for funding as part of the Stand Up To Cancer Canada Metastatic Breast Cancer Dream Team, supported by CCS and CIHR.

A Leader/Co-leader may not be on more than one currently funded SU2C Canada-sponsored Dream Team. No more than fifty percent (50%) of the Principals (including Leader and Co-leader) from a previous or current Dream Team may apply as a group on a new Dream Team proposal.

Candidates with a question about the eligibility requirements are encouraged to contact AACR International-Canada at su2ccanada@aacrcanada.ca prior to submitting the proposal.

EVALUATION OF PROPOSALS

This will be a **two-stage process: Letters of Intent (LOIs) and Full Proposals.**

LOIs will be reviewed by the SU2C Canada Scientific Advisory Committee (CSAC) and the Canada Metastatic Breast Cancer Subcommittee (CMBCS) for eligibility and overall merit of the proposed research, and potential for the Dream Team's discoveries to be translated into applications and clinical utility.

Top-ranked Teams will be invited to develop a full proposal and those selected will also be invited to present their proposal to the CSAC and the CMBCS during a face-to-face meeting in Toronto, Canada. Proposals will be reviewed by the CSAC and the CMBCS for relevance and overall excellence, as determined by the review criteria. The CSAC and the CMBCS will select one pan-Canadian SU2C Canada Metastatic Breast Cancer Dream Team, supported by CCS and CIHR, from the invited full proposals during the face-to-face meeting with the finalists.

CIHR/CCS will conduct an initial eligibility and relevant review.

The CSAC/CMBCS will consider the following criteria when evaluating the proposals:

- Program Specific Requirements (above);
- Scientific merit of the proposed research project and translational nature of the research, i.e., plan for accelerating the application of preventative, diagnostic or therapeutic approaches to the clinic;
- Significance of the proposed research, i.e., whether it addresses a critical need for rapid progress beyond current medical care for metastatic breast cancer;
- Novelty of the hypothesis or methodology;
- Degree to which the studies will have a positive therapeutic impact on the prevention, detection or treatment of metastatic breast cancer;
- Dream 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 goal of near-term clinical application;

- Willingness of the Dream Team Leader, Co-leader, and Principals to collaborate, their research credentials, and their unique contributions to the Dream Team research project;
- A clear commitment by the Metastatic Breast Cancer Dream 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;
- Whether adequate institutional and/or financial support exists to sustain the research project; and
- Anticipated impact/relevance to metastatic breast cancer.

RESEARCH FUNDING TERMS

Each of the funders will be responsible for the management of their own funds based on their current policies and guidelines.

Quarterly installment payments from AACR International-Canada will initiate within 3 months after the Research Funding Agreement has been signed and no earlier than the start date agreed upon by the Dream Team Leader and AACR International-Canada. Funding is contingent upon the timely submission of progress and financial reports that are reviewed and found to be satisfactory by AACR International-Canada and the CSAC/CMBCS. Payments made by CIHR are described below.

Changes to application. Applicants are not allowed to change the project or the Dream Team Members proposed in the proposal. If changes are necessary they should be communicated to AACR International - Canada, as prior written approval will be needed.

Contract and Flow of Funds:

AACR International-Canada

A Research Agreement will be executed between AACR International-Canada and the Dream Team Leader's Institution. The Dream Team Leader's Institution must serve as the administrator of the research funds and hold responsibility for the disbursement of the funds, management of the budget, and provision of progress reports. It is expected that the institution of the DTL will enter into subcontracts with the institutions of the Dream Team Co-leader, Principals, Investigators, and Collaborators, and assurances that these contractual agreements have been executed will be required prior to funding. AACR International-Canada will be responsible for distributing the CCS contribution of up to \$3.5 million CAD to the Lead Institution.

Canadian Cancer Society (CCS)

The CCS contribution will flow through SU2C Canada and AACR International-Canada in accordance with the Canadian Cancer Society's established policies and procedures.

Canadian Institutes of Health Research (CIHR):

CIHR will provide its contribution (\$2.5M) directly to the Nominated Principal Applicant's host institution. This funding will comply fully with CIHR's Grants and Awards Guide. CIHR may execute a Research Agreement with the Lead Institution.

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

Budget. The Metastatic Breast Cancer Dream Team may apply for support of up to \$6 million CAD over a 4-year term. Clinical trials are eligible costs and can be conducted anywhere in Canada.

A detailed budget for the Metastatic Breast Cancer Dream Team project (up to \$6 million CAD) will be required, along with separate budgets for expenses related to the research components conducted by each of the Dream Team Leader, Co-leader and Principals. Budget expenses must be justified.

All funding is contingent upon milestones and objectives being appropriately selected and satisfactorily pursued and achieved, as determined by AACR International-Canada, the CSAC, and the CMBCS.

Use of Funds.

The general guidelines of each of the funders must be followed.

Applicants should review the [Use of Grant Funds](#) section of the Tri-Agency (CIHR, NSERC and SSHRC) Financial Administration Guide for a complete listing and description of allowable costs and activities.

Applicants should review the Canadian Cancer Society's ineligible program costs for a complete listing and description of unallowable costs and activities regarding the use of funds for their contribution of up to \$3.5 million CAD:

Expenditures which cannot be charged to grants include, but are not limited to, the following:

- Deductions for CPP/QPP, Employment Insurance, WCB/WSIB, provincial health taxes, fringe benefits such as medical, dental or private pension plans for students;
- Deductions for CPP/QPP, Employment Insurance, WCB/WSIB, provincial health taxes, fringe benefits such as medical, dental or private pension plans for postdoctoral fellows **unless mandated** by the Host Institution as a result of a formal agreement (e.g. unionization of PDF's);
- Academic fees for students or postdoctoral fellows;
- Top-up charges for maternity leave benefits;
- Secretarial salaries (except for Program Project and Major Program Grants);
- Overhead or infrastructure charges/levies (e.g. building maintenance, computer network charges, etc.). Only shared services (e.g. glass washing, etc. on a pro-rated basis) are acceptable. Percentage charges/levies/tithes are not permitted (only actual charges are allowed);

- Indirect costs (as described in the CCS Indirect costs policy: <http://www.cancer.ca/en/research/policies-and-administration/policies/indirect-costs-policy>);
 - Laboratory or office furniture;
 - Entertainment or hospitality costs;
 - Membership fees;
 - Activities by researchers not on the grant, or activities related to other grants;
 - Cell phone charges unless required for project/study funded;
 - Any salaries/charges unrelated to the grant (e.g. union secondments, employee-related benefits such as severance/placement/counselling fees as individuals working on a CCS funded grant are employees of their institution).

The research funds may be used for direct research expenses attributable to the proposed research and funding is restricted to work performed in Canadian institutions except for costs incurred based on a reasonable fee-for-service arrangement or contract. The Metastatic Breast Cancer Dream Team should include travel expenses related to meetings of the Metastatic Breast Cancer Dream Team, meetings with the SU2C Canada Review Team, as well as to the annual SU2C Scientific Summit.

Salaries of researchers currently funded by their respective organizations or institutions are not allowable expenses. The funds may not be used for salary or benefits of any Collaborators from a government institution or for-profit industry, or for any research expenses related to the Dream Team project that are incurred by these individuals. Tuition and professional membership dues are not allowable expenses. Funding for equipment may be requested (up to 10% of total project budget). The applicant must demonstrate that the equipment is critical to the work of the project and not available elsewhere within the host organization at which it resides, provide a description of the equipment, a recent quotation for equipment cost, a description of how insurance and maintenance will be provided for, and a copy of the organization's policy on the ownership and maintenance of equipment and the disposition of the equipment at the conclusion of the study.

Payments. The Dream Team Leader and the Institution must serve as the administrator of the research 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 Research Funding Agreement has been signed and no earlier than the start date agreed upon by the Dream Team Leader and AACR International-Canada. Assurances that all contractual agreements have been negotiated and signed, as well as organizational assurances/certifications, will be required prior to receiving payments. The Dream 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 AACR International-Canada and the CSAC.

Reporting Requirements. The biannual Progress Report is a tool to ensure that the Metastatic Breast Cancer Dream Team is meeting its pre-defined Milestones and Deliverables, and is on track for achieving the ambitious goals that this research funding requires. Progress reports are to be submitted twice a year (June 1st and December 1st) and are intended to highlight the accomplishments of that specific time period. Progress Reports will be reviewed by AACR International-Canada, the Funders, and a Review Team drawn from the SU2C Canada Scientific Advisory Committee (CSAC), and/or the Canada Metastatic Breast Cancer Subcommittee (CMBCS).

The Funders may withhold release of any future Research Funds until the reports have been filed and approved. All funding is contingent upon Milestones and Deliverables being satisfactorily pursued and achieved, as determined by AACR International-Canada, CSAC, and funders. If the accomplishments have not met the standards of the CSAC, the Committee will provide detailed information on specific areas of deficiency and its recommendations. All deficiencies will need to be addressed by the Metastatic Breast Cancer Dream Team. Failure to address deficiencies, meet research funding requirements, or achieve the pre-defined Milestones and Deliverables may result in discontinuation of the research funding.

The Metastatic Breast Cancer Dream Team 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 Metastatic Breast Cancer Dream Team project as well as staff from AACR International-Canada, as necessary. In addition, Dream Team Leaders are required to meet with the CSAC and all other Dream Team Members twice a year, following the submission of Progress Reports, to thoroughly discuss the Dream Teams' progress. One of these meetings will take place at the annual SU2C Scientific Summit held in late January. These events provide unique opportunities for Dream Team Leaders to engage in integrated team collaboration. Dream Team Leaders may also be requested to meet individually with the CSAC.

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

AACR International-Canada will provide copies of interim and final progress reports to the Funders that have provided financial support. AACR International-Canada and the Funders, at their discretion, may use all or portions of the report for public dissemination, such as within Funders' newsletters, on Funders' websites, or in other similar manners.

Publications and Acknowledgment of Support. Any publications resulting from research funded in whole or in part by the Research Funding must be cited as follows: "Research supported by a Stand Up To Cancer Canada Metastatic Breast Cancer Dream Team Research Funding opportunity, Number SU2C-AACR-DTXX-XX, funded by the Canadian Cancer Society and the Canadian Institutes of Health Research. Stand Up To Cancer Canada is a Canadian Registered Charity (Reg. # 80550 6730 RR0001). Research Funding is administered by the American Association for Cancer Research International – Canada, the Scientific Partner of SU2C Canada." In addition, whether during the term of the Research Funding or afterwards, the Dream Team Members shall include this citation on any publicity or communications (external or internal) resulting from the Research Funding, 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 AACR International-Canada.

Intellectual Property.

The Canadian Cancer Society reaffirms that it does not wish to own or have a vested interest in Intellectual Property (IP) which may emanate from any of the research projects it is supporting. Neither does the Canadian Cancer Society wish to dictate terms to Host Institutions as to how they handle such IP. The Canadian Cancer Society does, however, continue to insist that the Host Institution have a clear policy regarding IP, such policy to be in force at the time any award is made. Note, however, that it is the intent of the Canadian Cancer Society that the primary objective of funded research must not be the promotion

of commercial interests. (from <http://www.cancer.ca/en/research/policies-and-administration/policies/industry-research/>)

The Dream Team Leader and Lead Institution shall notify the AACR International-Canada Office 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 Dream Team Leader and Lead Institution shall be responsible for obtaining patent or other legal protection for each Invention that the Dream Team Leader or the Lead 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 AACR International-Canada and SU2C Canada, will have no responsibility therefor. Confidentiality and intellectual property issues must be negotiated with Collaborators prior to their participation in the research project. The Dream Team Leader and the Lead Institution shall notify the AACR International-Canada Office of the granting of each patent or other legal protection and of all commercial exploitation of any Invention.

Insurance.

None of the Canadian Cancer Society, their associates, or their respective directors, officers, agents, members, employees or representatives shall be liable for any loss, injury, damage or any other liabilities whatsoever to persons or property due to or arising out of the said research, either directly or indirectly, whether attributable to negligence or otherwise, including any loss, injury, damage or liabilities to the health or well-being of any research subject or innocent bystander or any loss, injury, damage or any other liability whatsoever to an agent, employee or representative of the Host Institution or Principal Investigator.

The Host Institution agrees to indemnify and save harmless the Canadian Cancer Society, their associates and their respective directors, officers, agents, members, employees and representatives (individually an “Indemnitee”) from and against:

(i) all claims, damages, losses, costs, expenses, liabilities or demands of any nature whatsoever which an Indemnitee sustains (or may sustain) including in respect of or in connection with any claim, action, proceeding or any other circumstance which is alleged, threatened, commenced or prosecuted, for or in respect of any act (or inaction or omission), deed, matter or thing whatsoever, made, done or permitted to be done by the Host Institution(s) directly or indirectly including by the Principal Investigator or any other party, whether attributable to negligence or otherwise arising out of or by virtue of its having granted funds for research to the Host Institution(s), Principal Investigator or the Host Institution(s), in respect of its having acted or omitted to act in connection with such research; and

(ii) all other costs, charges and expenses, including legal fees and expenses on a substantial indemnity basis, whether such costs, charges and expenses relate to the forgoing damages, claims, liabilities, demands or otherwise, which an Indemnitee sustains or incurs in or about or in relation to the research.

Insurance shall be maintained by the Dream 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 AACR International-Canada or SU2C Canada and shall

provide appropriate waivers of subrogation against AACR International-Canada and SU2C Canada, and its directors, committee members, employees, affiliates and agents.

Notification of Changes. It is the responsibility of the Dream Team Leader to notify AACR International-Canada immediately of any changes in the composition of the Dream Team, and changes in the position or institution of any of the Dream Team Members. AACR International-Canada may not accept proposals to change the research project from that described in the application, and may terminate the research funding.

Organizational Assurances. It is the responsibility of the Dream Team Leader and Institution to ensure that organizational assurances/certifications from all Dream Team Member Institutions are obtained including, as appropriate, certification for proposals performing research involving human subjects, human stem cells, animals, biohazards, radioactive materials, or possible effects on the environment. Certification must be obtained specifically for the research approved for funding. Funding will not be released until there is assurance that all appropriate certificates are in place and that they are in accordance with applicable laws, regulations, standards, and guidelines, including but not limited to, the most current versions of the following:

Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS)
http://www.pre.ethics.gc.ca/pdf/eng/tcps2/TCPS_2_FINAL_Web.pdf

Canadian Council of Animal Care (CCAC) guidelines and policies
http://www.ccac.ca/en/_standards

Canadian Environmental Assessment Act
<http://www.ceaa.gc.ca/default.asp?lang=En&n=9EC7CAD2-0>

Public Health Agency of Canada's Laboratory Biosafety Standards and Guidelines
<http://canadianbiosafetystandards.collaboration.gc.ca/cbsg-nldcb/assets/pdf/cbsg-nldcb-eng.pdf>

APPLICATION INSTRUCTIONS

AACR International-Canada requires applicants to submit an online application. All applications must be submitted in English. Completed online applications should be submitted using the proposalCENTRAL website at <https://proposalcentral.altum.com>. An e-mail will be sent to confirm your online submission. A Webinar is planned to explain the application process and the overall objectives of the call. Interested applicants can register by sending an email at su2ccanada@aacrcanada.ca by July 9th, 2018. The details of the Webinar will be provided at a later date to the interested applicants.

GETTING STARTED IN proposalCENTRAL

If you are a new user of proposalCENTRAL, follow the **“REGISTER”** link and complete the registration process. After you register, complete your Professional Profile (green tab, second from the left) before starting an application.

If you are already registered with proposalCENTRAL, access the site and log in with your Username and Password. If you have forgotten your password, click on the **“Forgot your 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 “**Research funding Opportunities**” tab (gray tab furthest to the right). A list of applications will be displayed. Find the “**SU2C Canada Metastatic Breast Cancer Dream Team**” and click the “**Apply Now**” link (second to last column) to create your application.

To access your application, select the “**Manage Proposals**” tab (blue tab first on the left). Below the “**Manage Proposals**” tab are several links; select the “**In Progress**” link. A list of all applications for which you have applied through proposalCENTRAL will appear. Find the program titled, “**SU2C Canada Metastatic Breast Cancer Dream Team**”. Then in the “**Edit**” column (second column from the left), select the “**Edit**” link 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). See the proposalCENTRAL FAQ section, <https://proposalcentral.altum.com/FAQ/FrequentlyAskedQuestions.asp>, 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

LETTER OF INTENT SUBMISSION INSTRUCTIONS

A Letter of Intent (LOI) must be submitted by **12:00 p.m. (noon) U.S. ET on Friday, August 10, 2018** using the proposalCENTRAL website at <https://proposalcentral.altum.com>. An e-mail will be sent to confirm your online submission.

The LOI must not exceed two (2) pages and utilize no smaller than 11-point Times New Roman for the text, and no smaller than 9 point type for any figures, legends, or tables. The following components are required:

- Title of Research Project – Should not exceed 75 characters, including spaces. Do not use abbreviations unless absolutely necessary.
- Project Summary Statement – Briefly describe the idea for a translational research project and provide justification for the proposed research project with background information.
- Clinical Impact – Describe how your proposed research as a multidisciplinary, multi-institutional Metastatic Breast Cancer Dream Team would result in accelerating the development of preventative, diagnostic or therapeutic approaches for metastatic breast cancer with plans describing how the work will be translated into the clinic and positively impact patients in the near future.
- Provide a timeline toward realizing the clinical impact. The ideas should be based on perceived opportunities for success as well as high-priority areas with a critical need for rapid progress beyond current medical care.
- Approach – Describe the research approaches and identify key personnel, i.e. Dream Team Leader, Co-leader and other Principals whose expertise would contribute successfully to the suggested research project. Each Team will consist of a Dream Team Leader (DTL), a Dream Team Co-leader, and no more than four additional Dream Team Principals (DTP), a Project Manager as well as at least two promising Early Career Investigators and two Advocates. Dream Team Leader, Co-leader, and Principals must be from different institutions (with a maximum of 6 institutions) across 3 different regions of Canada.

- Key Literature References – References to publications supporting the proposed research project may be included (does not count toward the 2-page limit).

In addition, a 2-page biosketch is required for Dream Team Leader, Co-leader, Principals and Early Young Investigators. Submission of CIHR Canadian Common CV (CCV) or Canadian CCVs are acceptable.

FULL PROPOSAL SUBMISSION INSTRUCTIONS

Invited, full proposals must be submitted by **12:00 p.m. ET on Friday, October 26, 2018**, using the proposalCENTRAL website at <https://proposalcentral.altum.com>. An e-mail will be sent to confirm your online submission.

The materials to be submitted, in the order listed and using the templates provided, are:

- Signature Pages, with contact information and the original signatures of the Dream Team Leader, Co-leader, Principals, Advocates, and Institutional Signing Officials. ***Signatures must be in blue ink and submitted in color;**
- Lay Abstract;
- Research Project Proposal;
- Knowledge Translation;
- Budget;
- Budget Justification;
- Biographical Information of Dream Team Leader, Co-leader, Principals, Early Career Investigators, Advocates and Project Manager;
- Letters from Investigators and Collaborators;
- Project Milestones and Deliverables;
- Appendices, if applicable.

Applications Instructions Specific to CIHR:

- Canadian applicants selected to present their proposal to the CSAC and the CMBCS at the face-to-face meeting will be invited to submit an abbreviated Application to CIHR and submit it through ResearchNet at a later date (more information will be provided in the invitation).
- The purpose of this additional application to CIHR is to provide CIHR with an Operating Budget for the project (with the amounts quoted in Canadian dollars, and a complete justification for funds requested) and a one page research summary.

FULL APPLICATION PROCEDURE

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

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, Knowledge Translation Template, Research Project Proposal Template, Budget Template, Budget Justification Template, Biographical Information Template, and the Project Milestones Template to your computer.

- Click the 'Download' link to save templates to your computer.
- Complete the templates and convert them 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. This application also requires additional attachments for which a template is not provided (Letter of Institutional Commitment and Appendices [if applicable]).

- 3. ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.** Optional.
- 4. DREAM 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.** Enter directly into proposalCENTRAL system. A Dream Team Co-leader should be designated by the Dream Team Leader (DTL) to assist in directing the scientific and technical work of the Dream Team. A Co-leader will serve as an alternate contact person for AACR International-Canada staff. Dream Team Principals (DTPs) are senior investigators who will lead a component(s)/subproject(s) of the Dream Team research project. Early Career Investigators are young investigators who will work on a component(s)/subproject(s) of the Dream Team research project under the direction of a scientific mentor. A Dream Team Project Manager (PM) is the administrative leader of the Dream Team and the key administrative contact for the Team. Advocates will bring the perspectives of those affected by cancer (e.g., patients, survivors, caregivers) to the work of Dream Team.
- 7. BUDGET.** Metastatic Breast Cancer Dream Teams may apply for support of up to \$6 million CAD over a 4-year term. Provide budgets for the overall Dream Team project, as well as separate budgets for expenses related to the research components/subprojects conducted by each of the Dream Team Leader, Co-leader, and Principals. Indicate expenses directly attributable to the proposed research. These expenses include salary, equipment and supplies, travel related to the research project, and expenses related to the dissemination of knowledge derived from the research. Tuition and professional membership dues are not allowable expenses. Funds must not be used for the indirect costs associated with the conduct of research. Shared or institutional services (e.g. glass washing, etc.) are acceptable, however, specific itemized costs for these expenses must be provided; percentage charges are not permitted. See page 9 for further details.
- 8. ORGANIZATIONAL ASSURANCES.** The assurances/certifications are made and verified by the signature of the Institutional official signing the application. AACR International-Canada does not require the supporting letters with your application. However, if awarded, REB and/or ACC approval (if applicable) must be submitted in writing to AACR International-Canada.

9. **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. Dream Team Leader (DTL). The Dream 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 DTL must ensure that the Team complies with the terms and conditions of the award, and will be the primary contact person for AACR International-Canada staff.
- C. Dream Team Co-leader. A Dream Team Co-leader should be designated by the Dream 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 International-Canada staff.
- D. Lead Institution. The Lead Institution is the organization at which the Dream Team Leader is employed, and it will be legally and financially responsible for the conduct of activities supported by the research funding.
- E. Co-leader's Institution. Provide the name and mailing address for the organization at which the Dream Team Co-leader is employed.
- F. Administrative Official at Lead Institution. Provide the name 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 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 Research Funding-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 Metastatic Breast Cancer Dream Team application by the Co-leader's, and each of the Dream Team Principals', Institutions (i.e., signatures from the Institutions' Representatives) will be required at the time of Research Funding submission.

- I. Dream Team Principals, Early Career Investigators, Project Manager and Advocates. Do not enter information for Investigators, Collaborators, or fellows or research assistants.
 - J. Dream Team Member Certification. Original signatures, in blue ink, of the Dream Team Leader, Co-leader, Principals, Early Career Investigators, Project Manager and Advocates are required.
 - K. Dream Team Co-leader's and Principals' Institutions Certification. *In signing the application, the Authorized Dream 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 research funding-supported project or activities resulting from this application.*
- II. Lay Abstract of Research Proposal.** Limited to 3,000 characters. The Lay Language Summary of Program is used to describe your project to stakeholders and the general public. The lay summary must clearly describe:
- What gap – in research or health care directly related to metastatic breast cancer – will be addressed by this Program (i.e. what is the rationale for this work)?
 - A brief description of what you intend to accomplish through Program, including key objectives, hypotheses, and methods (in plain language);
 - Expected outcomes of the Program, including how they relate to the Objectives of the Competition, and how you will ensure these are realized (through knowledge translation activities, for example);
 - Potential long-term outcomes and benefits of the work proposed.
- III. Knowledge Translation (KT).** Applicants should submit a knowledge translation (maximum 5,000 character) strategy that includes the following information:
- Previous experience with integrated and end-of-grant KT that resulted in moving research evidence into action (i.e. practice, programming, policy).
 - An integrated knowledge translation plan that describes the gap this research will fill and how this was determined; who the knowledge users are who will contribute to this research, and what contact has been made with them to date, as well as plans for the duration of the project; and any contributions made to the research by knowledge users to date.
 - An End-of-Grant KT plan that describes not only the academic communication plan (conference presentations, peer-reviewed journal articles, patent applications, etc.), but also which products (e.g. reports, fact sheets, workshops) will be targeted to broader knowledge user audiences; the anticipated impact of the different end-of-grant activities, and how these will be instrumental to the implementation of your research results.
 - A description of any funding to be pursued to leverage delivery of the KT strategy.
 - A follow-up plan that briefly describes how the strengths and weaknesses of the KT plan will be identified, and whether the plan enhanced implementation of the research results.
 - Any KT training to be pursued by research team members, including paid trainees and research staff on the grant.

It is recognized that each plan will be unique to the type of research being pursued, and that not all research will lend itself to the wide range of KT activities available. It is also expected that KT plans may change during the course of the grant to reflect actual research findings.

IV. 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:
 - 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.
 - 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.
 - 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 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; clinical impact; and significance of the proposed work and anticipated impact and relevance to metastatic breast cancer (specific contribution to metastatic breast cancer research and/or care; anticipated immediate and/or future impact of this line of investigation on the issue of metastatic breast cancer)

- D. Proposal Narrative. Limited to twenty (20) pages, including figures and tables. References and appendices do not count against this page limit. Describe in-depth the proposed research project, including:
- 1) *Project Overview*
 - Must include a description of the background and rationale, priorities, hypothesis/research question, specific Aims, research design and methods, objectives, scope and vision of the overall Dream Team.
 - A brief summary of previous work or progress on this or any closely related project by the applicants with reference to relevant publications.
 - A brief summary of current knowledge relative to the proposed research, and a logical flow from background to proposed work.
 - 2) *Rationale for the Project*
 - Explain why this project is being proposed and what you hope to achieve.
 - Demonstrate how the project builds upon existing knowledge and/or expertise.
 - Significance and therapeutic impact on the prevention, detection or treatment of metastatic breast cancer. If the specific aims are achieved, state how clinical practice will be advanced.
 - 3) *Project Background Data*
 - Include review of relevant literature, relevant preliminary data and/or consultations that led to the development of this project.
 - Must include a brief summary of previous work on this or any other closely related project by the Applicants, with reference to relevant publications.
 - 4) *Other*: Any other information deemed important by the Dream Team Leader.
- E. Collaboration/Dream Team Members. Limited to six (6) pages. Include a narrative describing the value-added activities of the team/unique benefits afforded by the collaboration and the plan for coordinating the research across the multiple performance sites. List all members of the Team, including: Dream Team Leader, Co-leader, Principals, Advocates, Investigators, Early Career Investigators, Collaborators, fellows, research assistants, and support staff. Provide professional titles and affiliations and a description of each member's substantive and quantifiable contribution to the research project.
- F. Facilities. Limited to three (3) pages. Please provide a description of the research facilities, equipment and other resources available for this project.
- G. References. Limited to three (3) pages of relevant publications.
- H. Other Support. Provide details of any current funding or funding applications in progress to support any component/subproject of the proposed Dream Team research project.
- V. **Budget**. Metastatic Breast Cancer Dream Teams may apply for support of up to **\$6 million** CAD, over a 4-year term. Provide budgets for the overall Metastatic Breast Cancer Dream Team project, as well as separate budgets for expenses related to the research components/subprojects conducted by each of the Dream Team Leader, Co-leader and Principals. Indicate expenses directly attributable to the proposed research. These expenses include salary, equipment and

supplies, travel related to the research project, and expenses related to the dissemination of knowledge derived from the research. Tuition and professional membership dues are not allowable expenses. See “Research funding Terms, Use of Funds” on page 8 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 each of the Dream Team Leader, Co-leader, and Principals is required for all items of equipment costing over \$500, and the need for personnel, supplies, and other items. Provide the names of individuals whose salaries will be supported by the research funding funds and justify the amount of support requested.
- VII. Biographical Information of the Dream Team Leader, Co-leader, Principals, Early Career Investigators and Project Manager.** Do not exceed four (4) pages per individual. Submit the following biographical information for the Dream Team Leader, Co-leader, Principals and Early Career Investigators. Do not include information for Investigators, Collaborators, fellows or research assistants. Submission of CIHR Canadian Common CV (CCV) or Canadian CCVs are acceptable.
- A. Education and Training. Include all degrees awarded. List the year conferred, institution, and field of study. Also list postdoctoral training, residency programs, and internships; list title of position, mentor’s name, institution, and exact dates of training.
 - B. Positions and Honors. List in chronological order previous positions, concluding with your present position. State duration, title, and institution. List any honors.
 - C. Publications. Provide complete references, including titles for all peer reviewed publications for the Leader, Co-leader and Principals only. Begin each citation on a new line. If the number of publications is extensive, you may provide a partial listing; indicate total number of publications (excluding abstracts, non-peer reviewed articles, or book chapters).
- VIII. Organizational Assurances.** 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 Dream Team Principal’s Institutions certifying the Dream Team application will be required at time of submission. It is the responsibility of the Dream Team Leader and Institution to ensure that organizational assurances/certifications from all Dream Team Member Institutions are obtained. 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.
- IX. Letters from Investigators and Collaborators.** Should confirm the scope of the Investigators’ and Collaborators’ involvement in the proposed research.
- X. 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.

- XI. Appendices.** Additional documents such as 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.

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.**

SUBMITTING COMPLETE APPLICATION

- 1. PI 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 AACR International-Canada. 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-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 CSAC does not receive this information.
- 2. 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.

- 3. 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.
- 4. SIGNATURE PAGE(S) AND PRINT APPLICATION.** After successfully passing the validate check you are ready to print the signature pages and the attached PDF files.

Use the second print button “Print Attached PDF Files.” Click this button to print the attached PDF files. Assemble all printed attachments in the order listed above on page 15. (Note: The print option “Print Signature Pages and Attached PDF Files” assembles the files in the order specified by the research funding maker.)

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

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

Change of institution: If any Dream Team Member changes institution, the Dream Team Leader should contact AACR International-Canada to determine whether your application can be reviewed.

PEER REVIEW PROCESS

The SU2C-Canada Scientific Advisory Committee (CSAC) and the Canada Metastatic Breast Cancer Subcommittee (CMBCS) will review the full proposals for eligibility, relevance and overall excellence, based on the review criteria. Top-ranked Teams will also be invited to present their proposal to the CSAC and the CMBCS. The CSAC and the CMBCS will select one pan-Canadian SU2C Canada Metastatic Breast Cancer Dream Team, supported by CCS and CIHR, from the invited full proposals during a face-to-face meeting with the finalists.

The CIHR Institute of Cancer Research (ICR) will perform relevance review to identify applications that are in alignment with the objectives and research areas of this funding opportunity. Prior to peer review, the ICR will have access to the full applications and nominative information to conduct relevance review.

The applicant must consent to the sharing of nominative information at the time of application to be eligible for funding.

INQUIRIES

Inquiries about the program guidelines, eligibility requirements, and application materials can be directed to AACR International-Canada at:

Phone: 647-794-4598

E-mail: su2ccanada@aacrcanada.ca



Canadian
Cancer
Society



ADMINISTERED BY
AACR American Association
for Cancer Research[®]
INTERNATIONAL - CANADA
SCIENTIFIC PARTNER OF STAND UP TO CANCER

SU2C CANADA METASTATIC BREAST CANCER DREAM TEAM

CALL FOR IDEAS

The American Association for Cancer Research International-Canada (AACR International-Canada), on behalf of Stand Up To Cancer Canada (SU2C Canada), the Canadian Cancer Society (CCS), and the Canadian Institutes of Health Research (CIHR), is pleased to call upon members of the cancer community to contribute their ideas for a groundbreaking Stand Up To Cancer Canada Metastatic Breast Cancer Dream Team.

The Stand Up To Cancer Canada Metastatic Breast Cancer Dream Team, supported by CCS and CIHR, represents a new, focused effort to implement advances in metastatic breast cancer research as rapidly as possible through the creation of a collaborative, translational, cancer research "Metastatic Breast Cancer Dream Team". The most talented and promising researchers across Canadian institutions will be assembled into a pan-Canadian Dream Team, forming an optimal configuration of expertise needed to solve key problems in metastatic breast cancer and positively impact patients in the near future. This Metastatic Breast Cancer Dream Team will span multiple disciplines and utilize the new tools of modern biology to attack research questions in a coordinated way. Mechanisms to foster collaborations within the Dream Team will be employed – an approach that promotes the sharing of information and a goal-oriented focus on measurable milestones of progress. SU2C Canada, CCS and CIHR believe that this unique Metastatic Breast Cancer Dream Team model will advance scientific research in the interests of both today's cancer patients and those who may develop cancer in the future. Project proposals will be evaluated through a two-stage process: Letters of Intent (LOIs) and Full Proposals.

The SU2C Canada Scientific Advisory Committee (CSAC) and the Metastatic Breast Cancer Subcommittee will review LOIs for eligibility, overall merit of the proposed research, and potential for the Metastatic Breast Cancer Dream Team's discoveries to be translated into applications and clinical utility. LOIs with the most promising idea submissions, as determined by the CSAC and Subcommittee will be invited to submit a detailed full proposal as well as present their proposal during a face-to-face meeting (in Toronto) with the CSAC and Subcommittee, as well as the Funders and AACR International-Canada. The full proposals will be reviewed by the Subcommittee and the CSAC for relevance and overall excellence as determined by the review criteria. The CSAC and Subcommittee will select one SU2C Canada Metastatic Breast Cancer Dream Team, from the invited full proposals during a face-to-face meeting with the finalists. The Stand Up To Cancer Canada Metastatic Breast Cancer Dream Team, will be funded by CCS, CIHR and by SU2C Canada, and receive up to \$6 million CAD over a four-year term.

LETTER OF INTENT INSTRUCTIONS

Letters of Intent must be in English and submitted by 12:00 p.m. (noon) ET on **Friday, August 10, 2018**, using the proposalCENTRAL website at <https://proposalcentral.altum.com>.

GETTING STARTED IN proposalCENTRAL

If you are a new user of proposalCENTRAL, follow the "REGISTER" link and complete the registration process. After you register, complete your Professional Profile (second tab from the left) before starting the application.

If you are already registered with proposalCENTRAL, access the site and log in with your username and password. If you have forgotten your password, click on the "Forgot your password?" link. Supply your e-mail address or your User ID in the space provided; your password will be sent to you by e-mail.

To start a Letter of Intent, select the Grant Opportunities tab (gray tab furthest to the right). A list of grant mechanisms will be displayed. Filter the list by searching for American Association for Cancer Research. Search for the Program titled "**SU2C Canada Metastatic Breast Cancer Dream Team**" and click the "Apply Now" link (second to last column) to create your Letter of Intent.

Complete all fields in the Letter of Intent and the template provided. Upload all requested documents in portable document format (PDF). See the proposalCENTRAL FAQ section, <https://proposalcentral.altum.com/FAQ/FrequentlyAskedQuestions.asp>, for more information.



Canadian
Cancer
Society



SU2C CANADA METASTATIC BREAST CANCER DREAM TEAM

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

Phone: (800) 875-2562 or (703) 964-5840

E-mail: pcsupport@altum.com

THE FOLLOWING INFORMATION IS REQUIRED TO SUBMIT A COMPLETE LETTER OF INTENT:

Submissions must be in English, no longer than two (2) pages and utilize no smaller than 11-point Times New Roman (font) size. Refer to the Program Guidelines and Application Instructions for full details of the program.

Submissions must include the following elements:

- Title of Research Project – Should not exceed 75 characters, including spaces. Do not use abbreviations unless absolutely necessary.
- Project Summary Statement – Briefly describe the idea for a translational research project and provide justification for the proposed research project with background information.
- Clinical Impact – Describe how your proposed research as a multidisciplinary, multi-institutional Metastatic Breast Cancer Dream Team would result in accelerating the development of preventative, diagnostic or therapeutic approaches for metastatic breast cancer with plans describing how the work will be translated into the clinic and positively impact patients in the near future.
- Provide a timeline toward realizing the clinical impact. The ideas should be based on perceived opportunities for success as well as high-priority areas with a critical need for rapid progress beyond current medical care.
- Approach – Describe the research approaches and identify key personnel, i.e. Dream Team Leader, Co-leader and other Principals whose expertise would contribute successfully to the suggested research project. **Each Team will consist of a Dream Team Leader (DTL), a Dream Team Co-leader, and no more than four additional Dream Team Principals (DTP), a Project Manager as well as at least two promising Early Career Investigators and two Advocates. Dream Team Leader, Co-leader, and Principals must be from different institutions (with a minimum of three and a maximum of six institutions) across 3 different regions of Canada.**
- Key Literature References – References to publications supporting the proposed research project may be included (does not count toward the 2-page limit).

In addition, a 2-page biosketch is required for Dream Team Leader, Co-leader, Principals and Early Career Investigators. Submission of CIHR Canadian Common CV (CCV) or Canadian CCVs are acceptable.

ELIGIBILITY CRITERIA

The successful Dream Team:

- Will develop a translational cancer research project that addresses critical problems in metastatic breast cancer patient care including prevention strategies for those individuals at high risk of metastatic disease and increasing understanding of the biological mechanisms of metastatic progression.
- Will design and carry out projects that accelerate the application of preventative, diagnostic or therapeutic approaches to prevent metastatic disease to the clinic.
- Will have leadership (Leader, Co-leader and Principals) that involves **a minimum of 3 and a maximum of 6 institutions from 3 different regions in Canada.**
- Will include at least 2 promising early career investigators whose development will be integral to the success of the team.



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- Will include plans describing how the work will be translated into the clinic. The ideas should be based on perceived opportunities for success as well as high-priority areas with a critical need for rapid progress beyond current medical care.

To maximize creativity, innovation, and collaboration, the Metastatic Breast Cancer Dream Team must include laboratory and clinical researchers, senior and/or young investigators, and senior scientists preferably who have not worked together in the past. **Each Team will consist of a Dream Team Leader (DTL), a Dream Team Co-leader, and no more than four additional Dream Team Principals (DTP), a Project Manager as well as at least two promising early career investigators and two Advocates.** No Metastatic Breast Cancer Dream Team will have more than one Leader or Principal from any given institution at the time of their initial appointment on the Team. No more than three Leaders or Principals may be from affiliated institutions. It is expected that additional Investigators from the Dream Team Leader's, Co-leader's or Principal's institutions may be involved in the Dream Team research project, and there is no limit to the number of Investigators from each of these institutions.

There are no citizenship or residency status restrictions; however, the research funding must be used to fund research at Canadian institutions. Neither members of the SU2C Canada Scientific Advisory Committee (CSAC), Subcommittees, nor members of their individual laboratories are eligible for funding as part of the Metastatic Breast Cancer Dream Team. A scientist may not be funded on more than one SU2C Canada-sponsored Dream Team research funding. No more than fifty percent of the Principals (including Leader and Co-leader) from a previous Dream Team may apply as a group on a new Dream Team proposal.

Definitions:

Dream Team Leader (DTL). The Dream 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 DTL must ensure that the Team complies with the terms and conditions of the award, and will be the primary contact person for the AACR International-Canada.

Dream Team Co-leader. A Dream Team Co-leader should be designated by the Dream Team Leader to assist in directing the scientific and technical work of the Team. A Co-leader will serve as an alternate contact person for AACR International-Canada.

Dream Team Principals (DTPs). Dream Team Principals are senior investigators who will lead a component(s)/subproject(s) of the Dream Team research project.

Dream Team Project Manager. The Dream Team Project Manager (PM) is the administrative leader of the Dream Team and the key administrative contact for the Team with Stand Up To Cancer Canada and AACR International-Canada. The PM is responsible for the coordination of all team efforts to consistently maintain a high level of functionality, collaboration and communication.

Advocates. Advocates will bring the perspectives of those affected by cancer (e.g., patients, survivors, caregivers) to the work of Dream Team. They will enable the Dream Team scientists to see their research through the eyes of the target audience and integrate these perspectives into the direction of the Dream Team research. While each Dream 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 DTLs, Co-leader, and DTPs, who are employed at the DTL's Co-Leader's or DTP's institutions and contribute substantively to the Dream Team research project, may be included as members of the Dream Team.

Early Career Investigators. Junior faculty (i.e. independent investigators who have completed their training and are within 5 years of their first academic appointment at the start of the research funding 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 DTL, Co-leader, DTP, or Investigator) must be included as members of the Dream Team.



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SU2C CANADA METASTATIC BREAST CANCER DREAM TEAM

Collaborators. These are senior investigators who are employees or subcontractors of a government institution or for-profit industry, and who could make valuable contributions to the Dream Team research project.

Regions. Dream Team Leader, Co-leader and Principals must represent at least three regions of Canada which are: The Atlantic Provinces, Central Canada, The Prairie Provinces, The West Coast, and The Northern Territories.

Candidates with a question about the eligibility requirements are encouraged to contact the AACR International-Canada at su2ccanada@aacrcanada.ca prior to submitting the proposal.

LETTER OF INTENT DEADLINE

Friday, August 10, 2018 by 12:00 p.m. ET.

QUESTIONS?

E-mail (preferred): su2ccanada@aacrcanada.ca
Phone: 647-794-4598



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I. IDEA SUBMITTER CONTACT INFORMATION

Full Name: _____
Last (Family) *First (Given)* *Middle Initial*

Degree: MD PhD MD, PhD PharmD Other: _____

Title/Position: _____

Department: _____

Institution: _____

Mailing Address: _____

City Province Postal Code

Country: _____

Telephone: _____
Country code (City code) Telephone number

E-mail: _____

Assistant's Name: _____
Last (Family) *First (Given)* *Middle Initial*

Assistant's E-mail: _____

Does the proposal include the optional OICR Supplementary funding Yes No

PERMISSION STATEMENT: By submitting an idea for the Stand Up To Cancer Canada Metastatic Breast Cancer Dream Team, supported by CCS and CIHR, the submitter is giving permission for the AACR International-Canada to use the idea in any manner related to the SU2C Canada, CCS and CIHR initiative. However, this permission does not preclude the submitter from using the idea for other purposes.

Please check this box to indicate that you have read and agree to the permission statement.



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SU2C CANADA METASTATIC BREAST CANCER DREAM TEAM

II. IDEA SUBMISSION (LETTER OF INTENT)

Must be no more than 2 pages in length (excluding references)

- Title of Research Project – Should not exceed 75 characters, including spaces. Do not use abbreviations unless absolutely necessary.
- Project Summary Statement – Briefly describe the idea for a research project and provide justification and the appropriate background information for the proposed research project.
- Clinical Impact – Describe how your proposed research as a multidisciplinary, multi-institutional Metastatic Breast Cancer Dream Team would result in more rapid advances in accelerating the development of preventative, diagnostic or therapeutic approaches for metastatic breast cancer with plans describing how the work will be translated into the clinic and positively impact patients in the near future.
- Provide a timeline toward realizing the clinical impact. The ideas should be based on perceived opportunities for success as well as high-priority areas with a critical need for rapid progress beyond current medical care.
- Approach – Describe the research approaches and identify key personnel, i.e. Dream Team Leader, Co-leader and other Principals whose expertise would contribute successfully to the suggested research project. **Each Team will consist of a Dream Team Leader (DTL), a Dream Team Co-leader, and no more than four additional Dream Team Principals (DTP), a Project Manager as well as at least two promising Early Career Investigators and two Advocates. Dream Team Leader, Co-leader, and Principals must be from different institutions (with a minimum of three and maximum of 6 institutions) across 3 different regions of Canada.**
- Key Literature References – References to publications supporting the proposed research project may be included.

In addition, a 2-page biosketch is required for Dream Team Leader, Co-leader, Principals and Early Career Investigators. Submission of CIHR Canadian Common CV (CCV) or Canadian CCVs are acceptable.