

AACR-CANCER RESEARCH UK

TRANSATLANTIC FELLOWSHIPS

2019 FULL APPLICATION GUIDELINES AND INSTRUCTIONS



American Association
for Cancer Research*



CANCER
RESEARCH
UK

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1. INTRODUCTION

1.1. PURPOSE OF THESE INSTRUCTIONS AND GUIDELINES

These instructions and guidelines explain the Full Application stage for the AACR-Cancer Research UK Transatlantic Fellowships. Applicants who have been invited to submit a full application must follow the Application Instructions and should review the Scheme Guidelines. Applications must elaborate on the information previously submitted in the approved Letter of Intent.

1.2. ABOUT THE PARTNERS: AACR AND CRUK



**CANCER
RESEARCH
UK**

Cancer Research UK (CRUK) is the largest independent funder of cancer research in Europe, and the world's leading charity dedicated to cancer research. Today, 2 in 4 people survive their cancer for at least 10 years; Cancer Research UK's ambition is to accelerate progress so that by 2034, 3 in 4 people will survive their cancer for at least 10 years. We fund high-calibre, innovative research that we believe has the potential to provide the greatest benefit to the public and cancer patients.

Our diverse portfolio spans a breadth of research areas, from fundamental discovery research to understand the biology and causes of cancer, through translational research to bring the latest discoveries to the benefit of patients, to drug discovery to identify potential new treatments, clinical research to deliver the best treatments for patients, and population-level research covering epidemiology, prevention and early detection of cancer. For further information about Cancer Research UK's work or to find out how to support the charity, please call 0300 123 1022 or visit www.cancerresearchuk.org.



American Association
for Cancer Research®

FINDING CURES TOGETHER®

Founded in 1907, the American Association for Cancer Research (AACR) is the world's first and largest professional organization dedicated to advancing cancer research and its mission to

prevent and cure cancer. AACR has over 42,000 members in 120 countries and territories around the world; over thirty (30%) percent of members live outside the United States and Canada. Twenty percent (20%) of AACR's international members are located in countries with emerging economies. The AACR offers seven categories of membership to support each aspect of our members' professional development and enhancement in cancer research. In support of the professional development of early-career investigators, no annual dues are required for Associate membership. The AACR marshals the full spectrum of expertise of the cancer community to accelerate progress in the prevention, biology, diagnosis, and treatment of cancer by annually convening more than 30 conferences and educational workshops, the largest of which is the AACR Annual Meeting with more than 22,500 attendees. In addition, the AACR publishes eight prestigious, peer-reviewed scientific journals and a magazine for cancer survivors, patients, and their caregivers. The AACR funds meritorious research directly as well as in cooperation with numerous cancer organizations. As the Scientific Partner of Stand Up To Cancer, the AACR provides expert peer review, grants administration, and scientific oversight of team science and individual investigator grants in cancer research that have the potential for near-term patient benefit. The AACR actively communicates with legislators and other policymakers about the value of cancer research and related biomedical science in saving lives from cancer. For more information about the AACR, visit www.AACR.org.

2. SCHEME GUIDELINES

2.1. ABOUT THE AWARD

The AACR-Cancer Research UK Transatlantic Fellowship is a four-year postdoctoral fellowship programme (\$400,000 for U.S. to U.K. fellows or £300,000 for U.K. to U.S. fellows) to support promising early stage postdoctoral researchers to pursue their projects both in the U.K. and the U.S. It represents a joint effort from AACR and CRUK to support exceptional investigators interested in beginning their independent postdoctoral research careers. Funds provided through this mechanism will allow fellows to embark on research projects conducted at the best research environments in either the U.K. or the U.S. and will present a unique opportunity to forge international collaborations that will help these early career investigators to establish their independent research careers.

Fellowship recipients are encouraged to use this funding to leverage their career advancement and are welcome to take the funding with them to multiple institutions, as is necessary to accelerate their entry into an independent research career.

2.2. REMIT OF THE AACR-CANCER RESEARCH UK TRANSATLANTIC FELLOWSHIPS

What is suitable for the AACR-Cancer Research UK Transatlantic Fellowships?

Applications for an AACR-Cancer Research UK Transatlantic Fellowship may be focused on any (or more than one) of the research areas stated below, as long as the research proposal is cancer-relevant, and clearly articulates the cancer-related question(s) the applicant is focusing on. This includes: **basic biological research, preclinical studies, imaging, radiotherapy research, engineering & physical sciences applied to cancer, population research, early detection research and drug discovery.**

CRUK welcomes applications coming from any area of the funding remit but particularly encourages applicants addressing cancers of unmet need (e.g. brain, lung, oesophageal and pancreatic cancer) and early detection to apply for this funding scheme.

In addition to conducting high-quality research, applicants are expected to dedicate time over the course of the grant term developing their scientific independence and expanding their research horizons to enable their maturation into a leader in the field (e.g. developing new skills or working with individuals across disciplines or in a new research environments). Likewise, applicants should consider their long-term goals and describe the skills and competencies they will need to achieve those goals. Applicants will need to meet the range of skills and experience as outlined in the 'Develop Independence' career stage in [CRUK's Fellowships Competency Framework](#).

What is not suitable for the AACR-Cancer Research UK Transatlantic Fellowships?

Clinical research (e.g. clinical trials, clinical research and development) will not be funded through this funding scheme.

2.3. ELIGIBILITY/SUITABILITY

The Host Institution(s)

- **Administering Institution:**

For U.K. to U.S. Applicants: Any University or non-for-profit research institutions based in the U.K. They will be receiving the Grant Award Letter and funds from CRUK and should abide by [CRUK's terms and conditions](#).

For U.S. to U.K. Applicants: Any University or non-for-profit research institutions, with the exception of U.S. government entity (e.g., NIH, CDC, FDA, etc.). They will be receiving the Grant Award Letter and funds from AACR and should abide by [AACR's terms and conditions](#).

- **Research Host Institution:**

For U.K. to U.S. Applicants: May be any University or non-for-profit research institutions, with the exception of U.S. government entity e.g., NIH, CDC, FDA, etc. in the U.S. (country where they are expected to spend the majority of the fellowship). Fellows may also undertake research visits to any University or non-for-profit research institutions in the U.K. The Host Institution is also expected to abide by [AACR's terms and conditions](#).

If a U.K. applicant would like to undertake a research visit at a U.S. government entity such as the National Cancer Institute, please contact the AACR's Scientific Review and Grants Administration Department (AACR's SRGA) at grants@aacr.org. Alternative arrangements can be found to accommodate this research visit, provided the U.S. government entity does not receive funds, and hosts the applicant as a visiting researcher.

For U.S. to U.K. Applicants: May be any University or non-for-profit research institutions in the U.K. (where they are expected to spend the majority of the fellowship). Fellows may also undertake research visits to any University or non-for-profit research institutions in the U.S. The Host Institution is also expected to abide by [CRUK's terms and conditions](#).

Potential hosts in the U.K. can be found for example [here](#), which lists CRUK's research Centres and core-funded research Institutes.

If applicants are successful, we expect them to hold the status of a **postdoctoral researcher/fellow** at the Research Host Institutions. Additionally, at the Full Application stage, applicants will need to provide one support letter from each of the Research Sponsors to confirm their willingness to host them and provide them with research space.

3. TOBACCO INDUSTRY FUNDING AND CONFLICTS OF INTEREST STATEMENT

AACR:

A Fellow whose named research sponsor and research group is funded by the tobacco industry for any research project is not eligible for any AACR grant. A Grantee or their named research sponsor who accepts funding from the tobacco industry for any research project during the term of an AACR grant must inform the AACR of such funding, whereupon the AACR grant will be immediately terminated.

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

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

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

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

CRUK:

Please refer to [this link](#) to see Cancer Research UK Code of Practice on Tobacco Industry Funding to Universities.

4. ANIMALS IN RESEARCH

U.K. to U.S. Applicants:

For fellows funded by CRUK (i.e. those going from the U.K. to the U.S.), please note that it is a condition of CRUK funding that any research involving animals be conducted consistently with UK standards, even when that work is carried out outside the UK. The relevant standards are set out in the NC3Rs guidance note '[Responsibility in the use of animals in bioscience research](#)'. Applicants intending to use animals should have flagged this at the Letter of Intent stage.

UK applicants intending to use animals in the US will be required to complete the "Justification of the use of animals" form as well as the "Additional questions on the use of animals overseas" checklist that can be found in the [NC3Rs website](#). Further instructions can be found in the form.

Additionally, the support letter(s) from their Research Sponsor(s) in the US should specifically mention that the research conducted on their laboratories overseas will be carried out to welfare standards consistent with those in the UK and that they will provide the necessary training to the fellow, for them to be qualified to work with animals in the visiting country.

U.S. to U.K. Applicants:

If a grant is awarded, Institutional Animal Care and Use Committee IACUC approval (if applicable) must be submitted in writing to the AACR's SRGA.

U.K. Institutions and Research Hosts should provide evidence for their ability to work with animals (i.e. Home Office personal licence for each person carrying out procedures on animals, project licence for the programme of work and establishment licence for the place at which the work is carried out). The U.K. Research Sponsors should confirm on their support letter that they will provide the necessary training to the fellow, for them to be qualified to work with animals in the visiting country.

5. THE APPLICATION PROCESS

5.1. PROCESS OVERVIEW

The AACR-Cancer Research UK Transatlantic Fellowships application process involves three steps (Figure 1):

1. **Letter of Intent:** Interested applicants submit Letters of Intent (Preliminary Application);
2. **Full Application:** Letters of Intent are evaluated by the Scientific Review Committee; the most

meritorious Letters of Intent will be invited to submit a full application by the Scientific Review Committee; and,

3. **Interview:** Submitted full applications will undergo another round of peer-review by the Committee, and the most meritorious applications will be invited to an on-site interview held at AACR headquarters in Philadelphia, PA, US on December 3 or 4, 2019.



Figure 1: Overview of the Application Process

5.2. ABOUT THE COMMITTEE

The AACR-Cancer Research UK Transatlantic Fellowships Scientific Review Committee will peer-review the Letters of Intent and invited Full Applications. It is comprised of researchers and physician-scientists based in the U.K. and in the U.S., respected for their own accomplishments in cancer research. The President of the AACR in collaboration with the AACR CEO and Cancer Research UK will appoint the members of the Scientific Review Committee.

5.3. ASSESSMENT CRITERIA

The Committee will consider the following criteria when reviewing Full Applications. Please refer to the “*Develop independence*” career stage on [CRUK's Fellowships Competency Framework](#). Applicants will be evaluated commensurate with their experience.

- ✓ **Quality and originality of the proposed work** with potential for impact in the field
 - Is the proposed project of high scientific quality? Does it have a strong scientific rationale? Does it have value in advancing the fundamental understanding of cancer or improving how cancer is diagnosed and/or treated?

- ✓ **Quality and track record of candidate** demonstrated by key achievements, research outputs, recognition in the field and future research ambitions supported by relevant enabling skills e.g. personal leadership, communication/engagement skills (*appropriate for the level of experience*)
 - What training and experience does the applicant have to ensure successful execution of the proposed project? Is their academic track record and research experience of sufficient high quality?
- ✓ **Suitability of proposed research environment** demonstrated by appropriate access to infrastructure/facilities/samples, specific expertise and support
 - Are the selected Research Sponsors appropriate for the project? Are the suggested timings of the Research Visits reasonable and will the suggested timings allow for successful completion of the project?
 - Are the environments of the Research Host Institutions appropriate for the proposed research? Are there appropriate and sufficient institutional commitments to foster the applicant's training to become a productive cancer researcher in this field?
- ✓ **Potential for independence** demonstrated by e.g. own research niche, network, appropriate mentorship, leveraged funding (*appropriate for the level of experience*)
 - Does the applicant have the potential to develop as an independent and productive cancer researcher?
- ✓ **Relevance of project to cancer research** and CRUK's and AACR's research strategies

Additionally, Cancer Research UK is a DORA (San Francisco Declaration on Research Assessment) signatory. As such, we are aligned with DORA principles through our commitment to assess the quality and impact of scientific research through means other than journal impact factors. This means that Cancer Research UK and our reviewers will:

- Consider the value and impact of all research outputs in addition to research publications (e.g. preprints, training delivered, contribution to consortia, patents, key datasets, software, novel assays and reagents etc.).
- Recognise that the content of a scientific paper and its influence in the field holds more significance than publication metrics or where it was published.

5.4. ProposalCENTRAL

Applicants will need to submit their application online using the proposalCENTRAL website at <https://proposalcentral.com>. Please see section 6 for more application instructions.

Both U.K. to U.S. and U.S. to U.K. applicants will need to complete their Full Applications using the system mentioned above. AACR will share with CRUK the Full Applications as well as other personal data that may be contained in the application. CRUK may share and use this data as set out in its Terms and Conditions of Application (available [here](#)).

5.5. FULL APPLICATION OVERVIEW

The Full Application for the AACR-Cancer Research UK Transatlantic Fellowships is limited to:

- 4 pages for the Research Proposal Narrative (Title, background, aims and research plan), including figures.
- 2 pages for References.
- 3 pages for the Skills and Experience form (this document can be carried over from the approved Letter of Intent, but applicants are encouraged to update it).
- 1 page for justifying the Transatlantic Research Network.

- 1 page per Research Sponsor/Institution for the Justification of choice of Research Sponsor(s) and Research Host Institution(s) (this document can be carried over from the approved Letter of Intent, but applicants can update it if necessary).
- 1 page for Project Milestones – Gantt Chart.

The suggested structure of the Full Application is:

I. CONTENTS PAGE	Limited to one page.
II. RESEARCH PROPOSAL NARRATIVE	<p>Limited to four pages.</p> <p>BACKGROUND</p> <ul style="list-style-type: none"> • Summarise applicant’s current and other’s published work relating to the research proposal. <p>AIMS</p> <ul style="list-style-type: none"> • Clearly describe the hypothesis for the proposed programme; • Briefly describe the scientific need for the proposed work – why is it necessary to test this hypothesis? • Describe the significance of the results you plan to obtain. In particular, the relevance of the expected results to cancer. <p>RESEARCH PLAN</p> <p>The Research Plan should follow the same structure as in the Letter of Intent application, but we expect applicants to provide more detail on their research plans.</p> <p>We suggest the applicants to divide their research plan into objectives. For each objective state:</p> <ul style="list-style-type: none"> • The research question; • Experimental methods, techniques and analyses that will be used to test the applicant’s hypothesis. Refer to the applicant’s own published work where they’ve used these methods before if available. If the applicant doesn’t have a particular (technical) skill but this is essential for the project, please indicate how they are proposing to obtain this skills/expertise, or where this expertise is available e.g. collaborators; • Any available unpublished research findings, preprints, as well as datasets, software and protocols supporting the research proposal. Please include these in the text, not as an appendix; any datasets and preprints should be in a citable format e.g. including a Digital Object Identifier; • Briefly describe what the major achievements of the research will be, if the fellowship is successful.

III. REFERENCES	<p>Limited to two pages.</p> <ul style="list-style-type: none"> AACR reference style follows that of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Note that the <i>Uniform Requirements</i> specify that, for articles with more than six authors, the names of the first six authors must be listed, followed by "et al." For articles with six or fewer authors, all authors must be listed.
IV. SKILLS AND EXPERIENCE FORM (as submitted as part of the letter of intent)	<p>Limited to three pages (excluding clinical experience and career breaks sections).</p> <ul style="list-style-type: none"> Applicants are expected to describe the competencies they need to demonstrate as outlined in the '<i>Develop Independence</i>' career stage of CRUK's Fellowships Competency Framework, along a brief career development plan.
V. TRANSATLANTIC RESEARCH NETWORK	<p>Limited to one page</p> <ul style="list-style-type: none"> Please justify what actions you plan to take to ensure that the network you have created in the Home Country is maintained. Similarly, please state how you plan to enhance your network both in the Visiting and Home Countries. Please describe what would this fellowship enable you to do that would not have been possible with a regular postdoctoral position.
VI. JUSTIFICATION OF CHOICE OF RESEARCH SPONSOR(S) AND RESEARCH HOST INSTITUTION(S) (as submitted as part of the letter of intent)	<p>Limited to one page per research sponsor/institution.</p> <ul style="list-style-type: none"> Please justify your choice of Research Sponsors and Research Host Institutions, outlining why the proposed host or hosts (sponsor(s) and institution(s)) are a good match for the research project and how they will enable you to pursue your research interests and support your career development. Please provide an estimation of the time you plan to spend at each of the Research Host Institutions (if known). Additionally, applicants are requested to provide a short bio of each of the Research Sponsors, outlining their level of experience on the research topic proposed and their achievements.

VII. Project Milestones – Gantt Chart	<p>Limited to one page.</p> <ul style="list-style-type: none"> The Milestones table is meant to list the various steps necessary to complete the research goals and the estimated time it will take to complete each step. Please list project title and specific aims and steps for the proposed project on the table on top. On the table at the bottom (Gantt Chart), identify the steps and time that will be needed to accomplish the aim(s). The Gantt chart template provided is an example, and may be modified as needed. Rows may be added/deleted to this template as needed.
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The Full Application must be accompanied by:

The following sections can be carried over from the approved Letter of Intent. Applicants may update them if needed:

- **Scientific abstract**, limited to 3,000 characters including spaces, which provides a clear, concise, and comprehensive overview of the proposed cancer research project (*this will be carried over from the approved Letter of Intent, but applicants are encouraged to update it*).
- **Applicant's curriculum vitae**, limited to 2 pages, excluding research outputs (*this document will be carried over from the approved Letter of Intent, but applicants are encouraged to update it*).
- **Letter(s) of Reference from the applicant's PhD Supervisor/Mentor** and/or current postdoctoral supervisor (only if the applicant has already started a postdoctoral position) (*this document will be carried over from the approved Letter of Intent*).
- **Letter(s) of Reference from the applicant's Independent Academic Career Adviser** (*this document will be carried over from the approved Letter of Intent*).

New sections for the Full Application:

- **Budget Justification**, please see section 6.4.8 for more information.
- **Research Sponsor(s)'s Biographical Sketch(es) or Curriculum Vitae**
- **Supporting Documentation**. This may include:
 - **Support letter(s) from Research Sponsor(s)**: applicants **must** provide one support letter from each of the research sponsors they choose. The support letter should confirm research sponsor's willingness to host the applicant and provide them with research space. For UK to US applicants working with animals, the US Research Sponsor's support letter should specifically mention that the research conducted in their laboratories overseas will be carried out to welfare standards consistent with those in the UK and that they will provide the necessary training for the fellow that would allow them to work with animals in the visiting country. For US to UK applicants working with animals, the U.K. Research Sponsor(s) should confirm on their support letter that they will provide the necessary training to the fellow, for them to be qualified to work with animals in the visiting country.
 - **Justification of the use of animals and Additional questions on the use of animals overseas checklist** from UK applicants if animals will be involved in their research.
 - Letter of commitment from a collaborating clinician, drug manufacturer, or any collaborator providing data or materials necessary for the proposed research.

5.6 LETTERS OF REFERENCE AND SUPPORT LETTERS

Each applicant must have a letter of reference from:

The following letters will be carried over from the approved Letter of Intent. However, updated letter(s) are permitted:

- Their doctoral supervisor and their independent academic career adviser.
- If the applicant has already started a postdoctoral position, **an additional support letter** from the supervisor could be added.
- If none of the letters of reference are from an active, emeritus, or honorary member of the AACR, **an additional letter of reference** from an endorser who is an active, emeritus, or honorary member of the AACR is needed.

New letter(s) for the Full Application:

- Each of the research sponsors they choose. The support letter should confirm research sponsor's willingness to host the applicant and provide them with research space. For UK to US applicants working with animals, the US Research Sponsor's support letter should specifically mention that the research conducted on their laboratories overseas will be carried out to welfare standards consistent with those in the UK and that they will provide the necessary training to the fellow, for them to be qualified to work with animals in the visiting country. For US to UK applicants working with animals, the U.K. Research Sponsor(s) should confirm on their support letter that they will provide the necessary training to the fellow, for them to be qualified to work with animals in the visiting country.

6. FULL APPLICATION PROCESS

6.1. APPLICATION DEADLINES

Applications should be submitted by **Wednesday, October 16, 2019**, at **1:00 p.m.** U.S. Eastern Time

APPLICANTS NOTIFIED OF DECISION STATUS OF FULL APPLICATION

Early November 2019

FINALISTS INTERVIEW DATE *(for those invited to an on-site interview based on the full application)*

December 3 or 4, 2019 at AACR headquarters in Philadelphia, PA, US

Please ensure you have availability in the above dates.

NOTIFICATION OF AWARD

Late December 2019

GRANTS RECEPTION AND DINNER AT AACR ANNUAL MEETING 2020 AND ADDITIONAL TRAVEL OPPORTUNITIES

April 28, 2020 – Grant recipients must attend the Grants Reception and Dinner to formally accept their grant. Grant funds may be used to support the grantees' attendance at this Annual Meeting. AACR will waive grantees' registration fee to attend this meeting.

Fellows visiting the U.K. will be invited to conference and networking events organized by CRUK, with their registration, travel, accommodation and expenses being covered by CRUK.

Fellows will be expected to attend AACR Annual Meeting during the 4 years of the fellowship. AACR will waive the registration fee to the AACR Annual Meeting for all Fellows funded through the

Fellowship Scheme for each year of the Award.

START OF GRANT TERM

February 1, 2020*

**February 1 is the preferred start date. However, exceptions may be made to begin the grant terms on March 1 or April 1, if necessary. Please contact the AACR's SRGA to confirm start date before submitting a full application.*

6.2. APPLICATION PROCEDURES

Applicants are required to submit an online application by **1:00 p.m.** U.S. Eastern Time on **Wednesday, October 16, 2019**, using the proposalCENTRAL website at <https://proposalcentral.com>.

Both U.K. to U.S. and U.S. to U.K. applicants will need to complete their full application using the system mentioned above.

In order to submit a complete application, applicants need to enter information directly into the online application platform as well as upload a number of documents. The following instructions provide details about information that needs to be entered and the materials that need to be uploaded. The section numbering corresponds with the section number of the Application Instructions and the online proposalCENTRAL application.

Information to be Entered Directly into proposalCENTRAL	Application Instructions Section	proposalCENTRAL Section
Project Title	1. Title Page	1) Title Page
Proposal Access Rights (Optional)	3. Enable Other Users to Access this Proposal	3) Enable Other Users to Access this Proposal
Applicant Information	4. Applicant	4) Applicant
U.K. or U.S. Administering Institution and Contact Information	5. Institution & Contacts	5) Institution & Contacts
Scientific Abstract	7. Scientific Abstract	7) Scientific Abstract
Budget	8. Budget	8) Budget

Templates	Application Instructions Section	proposalCENTRAL Section
Research Proposal Template	9.A. Application Documents	9) Application Documents
Budget Justification and Additional Funding Template	9.B. Application Documents	9) Application Documents

Additional Materials to be Uploaded	Application Instructions Section	proposalCENTRAL Section
Letter(s) of Reference (uploaded by PhD Supervisor/Mentor, Independent Academic Career Adviser, the postdoctoral Supervisor (if applicable), and Endorser (if necessary))	6. Letters of Reference	6) Letters of Reference
Applicant's Curriculum Vitae	9.C. Application Documents	9) Application Documents
Research Sponsor(s)'s Biographical Sketch(es) or Curriculum Vitae	9.D. Application Documents	9) Application Documents
Supporting Documentation (including Support letter(s) from Research Sponsor(s))	9.E. Application Documents	9) Application Documents

Required Signatures	Application Instructions Section	proposalCENTRAL Section
Application Signature Page	9.F. Application Documents	12) Signature Page(s)

6.3. STARTING YOUR FULL APPLICATION in proposalCENTRAL

Access proposalCENTRAL and log in with your Username and Password. If you have forgotten your login information, click on the "Forgot Your Username/Password?" link.

To start an application, select the "Proposals" tab. A list of all applications for which you have applied through proposalCENTRAL will appear. Find the program titled "**AACR-Cancer Research UK Transatlantic Fellowships**". Then in the "Edit" column (second column from the left) click the "Edit" button to access your application.

Complete all fields in the application and the templates that are provided. Upload all requested documents in portable document format (PDF). See the proposalCENTRAL [FAQ](#) section for more information.

If you have any difficulties registering, logging in, or creating your application, contact proposalCENTRAL Customer Support at: 800-875-2562 (Toll-free U.S. and Canada), +1-703-964-5840 (Direct Dial International), or by email at pcsupport@altum.com. See the proposalCENTRAL [FAQ](#), for additional information.

6.4. APPLICATION FORMAT

The following information is required to submit a complete application. Numbers correspond to the application sections found on the left side of the proposalCENTRAL website.

- 1. TITLE PAGE.** Your title has been brought forward from the approved Letter of Intent. **DO NOT MAKE ANY CHANGES TO YOUR TITLE.**

2. **DOWNLOAD TEMPLATES & INSTRUCTIONS.** The Full Application Guidelines and Instructions document and all templates can be downloaded from this page.

See Section 9 of the Application Format for how to complete and upload the templates. This application also requires additional attachments for which templates are not provided (applicant's curriculum vitae, research sponsor(s)'s biographical sketch(es) or curriculum vitae, and supporting documentation [if applicable]). The applicant's curriculum vitae can be accessed from the Letter of Intent. Updates are permitted.

3. **ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.** Optional. This section allows you to give other users access to your grant application.
4. **APPLICANT.** Applicant information has been brought forward from the Professional Profile. If you would like to update your profile, please click the "Edit Professional Profile" button in the center of the screen and make the desired edits. Applicants must provide relevant information with an asterisk, including e-mail address, phone number, and mailing address.

AACR and Cancer Research UK are committed to being inclusive funders and to ensuring the researchers we attract, support, and retain are not only outstanding, but as diverse as possible. This information helps us analyse and monitor who applies for our funding and who we are supporting, to help inform our future grantmaking. You have the option to select "Not Provided" in your answers. Completing this form fully will enable us to have more data to analyse. Applicants should complete the information in this section, but this information won't be included in the application PDF that is provided to the Committee. Diversity information will not form any part of the decision-making processes and will not be used for any other purpose other than analysis of our funding activities. Answers are treated confidentially and will be stored securely.

5. **INSTITUTION & CONTACTS.** Enter any contact updates for the administering institution, signing official, PhD Supervisor/Mentor, Independent Academic Career Adviser, current postdoctoral Supervisor (if applicable), and endorser (if necessary). **However, do not change the administering institution from the Letter of Intent.** If you need to update it because your circumstances have changed, please contact the AACR's SRGA.
6. **LETTERS OF REFERENCE.** Each applicant must have letters of reference from their PhD Supervisor and Independent Academic Career Adviser accompany the online application. If both the PhD Supervisor or Independent Academic Career Adviser are not active, emeritus, or honorary members of AACR, an additional letter of reference from an endorser who is an active, emeritus, or honorary member of AACR must also be provided.

These Letters of Reference have been brought forward from the approved Letter of Intent. However, updated letter(s) are permitted. Please review the Letter of Intent Guidelines for more information on requesting letter(s) of reference, Section 6.4.6 on page 16.

THE LETTER(S) THAT WERE BROUGHT FORWARD FROM THE LETTER OF INTENT MUST FIRST BE DELETED BEFORE REQUESTS FOR UPDATED LETTERS MAY BE SENT TO THE AUTHORS.

7. **SCIENTIFIC ABSTRACT.** Your abstract, research area(s), and tumor site have been brought forward from the approved Letter of Intent. Minor revisions to the abstract are permitted. **DO NOT CHANGE THE RESEARCH AREA(S) AND TUMOR SITE.**

NOTE: The abstract is limited to 3,000 characters (including spaces) and must provide a clear, concise, and comprehensive overview of the proposed work, including the background, objective

or hypothesis and its supporting rationale, specific aims, study design, and relevance of the proposed work.

8. **BUDGET.** U.S. to U.K. applicants should submit a budget in the amount of \$400,000; U.K. to U.S. applicants should submit a budget in the amount of £300,000. After the salary costs and benefits have been calculated, the rest of the budget can be flexibly allocated for non-personnel expenses, such as research/laboratory supplies, other research expenses, publication charges for manuscripts that pertain directly to the funded project (**please note only applicable for U.S. to U.K. fellows**), travel between research locations and registration, housing, travel, poster preparation fees, and subsistence expenses related to attendance at any scientific meetings or conferences applicable to the research project.. Reasonable visa costs may also be requested.

Up to \$5,000/£4,000 per year may be used for registration, housing, travel, poster preparation fees, and subsistence expenses related to attendance at any scientific meetings or conferences applicable to the research project. Costs associated with personal travel are not permitted. The grantee **must** attend the AACR Annual Meeting 2020 to formally accept the grant during the annual Grants Reception and Dinner. Fellows will be expected to attend AACR Annual Meeting during the 4 years of the fellowship. AACR will waive the registration fee to the AACR Annual Meeting for all Fellows funded through the Fellowship Scheme for each year of the Award. Travel funds are for the grantee **ONLY**. Up to \$2,500/£2,000 may be allocated from the grant to support the grantee's registration and attendance at any individual meeting or conference.

If grantees are awarded an AACR Scholar-In-Training Award (SITA), the SITA must be used for travel to the Annual Meeting before the grant funds are used for travel.

Salary and benefit expenses for any individuals other than the grantee, indirect costs, professional membership dues, and any other research-related expenses not directly related to this project are **not** allowable expenses. For the purposes of this grant, any general office supplies or individual institutional administrative charges (e.g., telephone, other electronic communication, utilities, IT network, etc.) are considered to be part of indirect and are **not** allowable budget line items. In addition, no grant funds may be directed towards salary or benefits of any individuals from a U.S. government entity or for-profit industry, nor for any research expenses related to the project that are incurred by these individuals.

A detailed budget justification explaining the allocation of the grant funds must accompany the application. See Section 9.B. for Budget Justification instructions.

9. APPLICATION DOCUMENTS.

Formatting Instructions. Applicants must adhere to the following instructions in completing the templates. Failure to observe type size specifications and page limits may result in the return of the application without review.

- Type size. Must use 12-point Calibri for the text, and no smaller than 9-point type for figures, legends, and tables.
- Single-spaced text. Single-spacing is acceptable, and space between paragraphs is recommended.
- Margins. The page margins must be no less than 0.75 inches on each side.
- Page numbering. The Research Project Narrative must be numbered consecutively; do not use section designations such as "3A" or "3B".
- Tips and techniques for inserting images in documents.

- Reduce the file size of documents with images by “inserting” the image (as opposed to “cutting” and “pasting”). Save graphical images as JPG or GIF files. Insert the image into the document by selecting “Insert – Picture – From File” from the MS Word menu.
- Insert only GIF or JPG graphic files as images in your Word document. Other graphical file formats are either very large or difficult to manipulate in the document.
- Do not insert Quick Time or TIFF objects into your document.
- Anchor the images you embed in your document.
- Once you have anchored the inserted image, you can format text to wrap around the image.
- Do not edit your images in Word. Use a graphics program.
- Do not embed your images in tables, text boxes, and other form elements.
- Do not add annotations over the images in Word. Add annotations to the images in a graphics program.

When a template is provided, the template **MUST** be used. Prepare and upload the following documents into your application in portable document format (PDF). Please see Section 5.5 for more information:

A. Research Proposal. *Applicants are required to use the template available from the proposalCENTRAL website. The information must be presented in this order:*

I. Contents Page.

II. Research Proposal Narrative.

***Note that AACR and CRUK strongly encourages the authentication of cell lines intended for use in the proposed research project.** If use of cell lines is proposed, it is encouraged that information related to cell line authentication is included in the Research Design and Methods section of the proposal. For a list of cell line authentication services, please visit: <http://aacrjournals.org/content/cell-line-authentication-information> or <https://www.nature.com/articles/bjc2014166> for more information.

III. References. AACR reference style follows that of the [Uniform Requirements for Manuscripts Submitted to Biomedical Journals](#).

IV. Skills and Experience Form.

V. Transatlantic Research Network.

VI. Justification of choice of Research Sponsor(s) and Research Host Institution(s) (Limited to one page per Research Sponsor/Institution).

VII. Project Milestones – Gantt Chart.

B. Budget Justification. *Applicants are required to use the template available from the proposalCENTRAL website. Limited to three pages. U.S. to U.K. applicants should submit a budget in the amount of \$400,000; U.K. to U.S. applicants should submit a budget in the amount of £300,000. Please see section 6.4.8 for more information.*

I. Budget Justification. The Administering Institutions may budget a salary that will be commensurate with that of the postdoctoral fellows at Research Host Institutions in the Visiting Country.

II. Secured Other Support. In the table provided, list all existing support (institutional, federal, etc.) that has been secured and will be used in whole or in part by the applicant during the term of this grant (02/01/2020-1/31/2024). Only funding sources that provide support specifically for the applicant should be listed, which includes grants for which the applicant is not the Principal Investigator. This may include support for different projects. For each grant or funding source, please provide:

- Name of Principal Investigator
- Name of Grant/Funding Source
- Funding Agency
- Grant Term
- Amount of Funding
- Percent Effort of Applicant
- Title of Project
- List of Specific Aims as Stated in Grant Proposal (summaries will NOT be accepted)

NOTE: If an applicant has secured funding that overlaps significantly with the 2019 AACR-Cancer Research UK Transatlantic Fellowships, the applicant should contact the AACR's SRGA to determine whether the application is eligible for review.

III. Pending Other Support. Applicants are required to use the template available from the proposalCENTRAL website. In the table provided, list all pending support (institutional, federal, etc.) that will, if secured, be used in whole or in part by the applicant during the term of this grant (02/01/2020-1/31/2024). Only funding sources that will provide support specifically for the applicant should be listed, which includes grants for which the applicant is not the Principal Investigator. This may include support for different projects. For each pending grant or funding source, please provide:

- Name of Principal Investigator
- Name of Grant/Funding Source
- Funding Agency
- Grant Term
- Amount of Funding
- Percent Effort of Applicant
- Title of Project
- List of Specific Aims as Stated in Grant Proposal (summaries will NOT be accepted)

NOTE: If at any time prior to selection and notification an applicant is awarded any funding that may overlap with the 2019 AACR-Cancer Research UK Transatlantic Fellowships, the applicant must notify AACR immediately.

C. Applicant's Curriculum Vitae (CV). The CV must be in English and include a complete list of outputs and publications. **This document can be accessed from your LOI, but must also be attached to the full proposal.** Updated CVs are permitted.

Note: The NIH Biographical Sketch Form will not be accepted from the applicant.

D. Research Sponsor(s)'s Biographical Sketch(es) or Curriculum Vitae. The biographical sketch or curriculum vitae must be in English. If a co-signed letter of reference is being provided, a biographical sketch or curriculum vitae must be provided for each member of the research sponsor team signing the letter.

- E. Supporting Documentation.** Each supporting document is limited to one page and must be presented on the appropriate institutional or company letterhead with the exception of the supporting letter(s) from research sponsor(s) and the Animal Justification (if apply). There is no limit to the number of supporting documents that may be provided, however, documents that do not satisfactorily meet the description of supporting documentation provided, or uploads such as tables, charts, articles, and other inappropriate additional materials will be removed.

At this Full Application stage, applicants **must provide one support letter from each of the research sponsors they choose**. The support letter should confirm research sponsor's willingness to host applicant and provide them with research space. For UK to US applicants working with animals, the US Research Sponsor's support letter should specifically mention that the research conducted on their laboratories overseas will be carried out to welfare standards consistent with those in the UK and that they will provide the necessary training to the fellow, for them to be qualified to work with animals in the visiting country. For US to UK applicants working with animals, the U.K. Research Sponsor(s) should confirm on their support letter that they will provide the necessary training to the fellow, for them to be qualified to work with animals in the visiting country.

UK applicants should also submit an Animal Justification if apply, which includes **Justification of the use of animals** and **Additional questions on the use of animals overseas checklist**.

An example of other acceptable supporting documentation is a letter of commitment from a collaborating clinician, drug manufacturer, or any collaborator providing data or materials necessary for the proposed research. It should state a commitment to provide stated data/materials or confirm applicant's access to said data/materials. It should be included only to provide information on the ability to provide for a research need, and should not comment on the applicant, or research environment. **Any documentation except for the support letter(s) from research sponsor(s) deemed by the AACR's SRGA to be an additional letter of reference for the applicant is not considered supporting documentation and will be removed from the application.**

- F. Signed Signature Page.** In order to ensure that the applicant and administering institution have approved the application, applicants must obtain all required signatures on page one of the Signature Pages. Electronic/digital signatures are permitted. These signatures transmitted by electronic means shall have the same force and effect as original signatures.

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

Uploading the attachments into your application. Once you have converted your attachments to PDF files, the next step is to upload the files to your online application. *Only PDF attachments are permitted for this application submission.*

- Open your online application and go to the section for attaching files. Click the blue "Attach Files" button.
- Select the appropriate type of attachment from the drop-down list.
- Enter your own description of the file in the "Describe Attachment" field.
- Click on the "Browse" button to select the file from your computer.
- Click on the "Upload and Continue" button. You will get a confirmation message on your screen that the file was uploaded successfully. You will also see that your file is now listed in the "Uploaded Attachment" section of the screen. Clicking the "Back" or "Upload and

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

In the section for attachments, all the required attachments are listed in the middle of the screen, just below where you upload your files. This list of required attachments helps you track completion and uploading of your required attachments. Once you upload a required attachment, that attachment type will be removed from the required list and will be displayed in the “Current list of uploaded attachments”.

If you wish to modify the attached file, make the revisions to your **original** file on your computer, convert the file to PDF, and use the same process above to attach the new file. **Delete any previously submitted versions of the file before submitting your application.**

6.5. SUBMITTING COMPLETE APPLICATION

10. PI DATA SHEET. This is an automatically populated data sheet based on the applicant’s proposalCENTRAL profile. Information for gender, race, and ethnicity must be provided to AACR. If fields are not populated, click the “Edit Professional Profile” tab in the center of the screen. The applicant must then go to the column on the left side of the screen, select “4) Personal Data for Applications”, and enter their gender, race, and ethnicity. The Scientific Review Committee does not receive this information.

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

11. VALIDATE. Validate the application on proposalCENTRAL. This is an essential step. An application that has not been validated cannot be submitted. “Validate” checks for required data and attachments. You will not be able to submit if all the required data and attachments have not been provided.

12. SIGNATURE PAGE(S). Use the “Print Signature Pages” button to download the Signature Pages. Signatures are only required on the first page. This page can be printed, original signatures obtained, and then uploaded to your online application **OR** electronic/digital signatures are permitted. These signatures transmitted by electronic means shall have the same force and effect as original signatures. Do not upload the Application Contacts, Scientific Abstract, and Budget pages with the signed Signature Page.

NOTE: Data entered in the online application are automatically included in the Signature Pages. If information is missing in the Signature Pages, it could be because you have not entered the information in one of the online application sections **OR** the information is not required for this grant program. If the institution’s Employer Identification Number (EIN) is not completed on the Signature Page, please request your administering institution to provide that information in their proposalCENTRAL profile.

While the “Print Signature Pages” option allows applicants to download the Signature Page, Application Contacts, Scientific Abstract, and Budget; the AACR **strongly encourages** applicants to also use the “Print Signature Pages and Attachments” option. This option can be used if your institution wishes to review the full application but also should be used by the applicant to ensure that your attachments are loaded properly. The following application materials will **not** be present when using this option: Letter(s) of Reference and the Signature Page containing the required signatures. Absence of these materials should **not** be considered an error. If your

institution requires all components of the application to review, the above documents need to be printed individually by the applicant and added; however, as the Letter(s) of Reference are uploaded directly from the PhD Supervisor/Mentor, the Independent Academic Career Adviser, the postdoctoral Supervisor (if applicable), and endorser (if necessary), the applicant will be unable to access these letters.

Errors may occur when the uploaded PDF files are assembled by the system. Please check to ensure that all pages of every document included appear in the “Print Signature Pages and Attachments” option. If you are having any issues with this option, please contact proposalCENTRAL customer support at: 800-875-2562 (Toll-free U.S. and Canada), +1-703-964-5840 (Direct Dial International), or by e-mail to pcsupport@altum.com.

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

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

6.6. CHANGES TO YOUR APPLICATION

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

Change of Address. Notify the AACR in writing of any changes of address, e-mail, or phone number, following the submission of an application. Include your name and the application number. The e-mail address provided with your application will be used for all official communication about your submission including the recipient selection results. Your Professional Profile in proposalCENTRAL must be kept up to date.

Change of Institution or Position. If you change your institution or professional position, contact the AACR’s SRGA to determine whether your application is still eligible for review.

6.7. INQUIRIES

Inquiries or technical issues regarding proposalCENTRAL and the online application process should be directed to customer support at: 800-875-2562 (Toll-free U.S. and Canada), +1-703-964-5840 (Direct Dial International), or by e-mail to pcsupport@altum.com.

Inquiries about the program guidelines, eligibility requirements, and application materials can be directed to the AACR’s SRGA at grants@aacr.org.