



AACR Career Development Award to Further Diversity, Equity, and Inclusion in Clinical Cancer Research

2022 Program Guidelines and Application Instructions

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PROGRAM GUIDELINES

PROGRAM SUMMARY

The AACR Career Development Award to Further Diversity, Equity, and Inclusion in Clinical Cancer Research has been established to support the development and diversity of highly talented cancer researchers from underrepresented groups (as per NIH guidelines) in the field of clinical cancer research. Eligibility is limited to members of racial or ethnic groups that have been shown to be underrepresented in the cancer related sciences.

These groups include, but are not limited to, Blacks or African Americans, Hispanics or Latinos, American Indians and Alaska Natives, Native Hawaiians, and other Pacific Islanders. Selection is competitive and will be based on outstanding accomplishments in clinical activity and laboratory-based research.

This Award encourages and supports early-stage clinical faculty with clinical and research responsibilities. The proposed project should be related to the applicant's clinical activities, must directly involve patients or utilize patient samples, and may be in translational or clinical research with direct applicability and relevance to the understanding, detection, diagnosis, interception, treatment, or prevention of cancer.

The grant provides \$375,000 over three years for expenses related to the research project, which may include salary and benefits of the grant recipient, any collaborators, postdoctoral or clinical research fellows, graduate students (including tuition costs associated with graduate students' education and training), or research assistants; research/laboratory supplies; equipment; publication charges for manuscripts that pertain directly to the funded project; and other research expenses.

In addition to financial support, grantees may have the opportunity to interact and/or collaborate with other AACR-funded investigators as well as the greater AACR membership community. Moreover, through the AACR's Minorities in Cancer Research (MICR) constituency group, grantees may have the opportunity to attend professional development sessions, networking forums and receptions, and MICR town hall meetings. These unique networking and educational events at the AACR Annual Meeting and other special conferences will provide critically important opportunities to establish relationships with colleagues and potential mentors. For those seeking further engagement, grantees may have the opportunity to serve on a committee within the MICR group to help steer the group's messaging and long-term strategy as it works to support the next generation of scientists.

APPLICATION DEADLINE

November 30, 2021, at **1:00 p.m.** U.S. Eastern Time

NOTIFICATION OF AWARD

March 2022

GRANTS RECEPTION AND DINNER AT THE AACR ANNUAL MEETING 2022

April 12, 2022 - Grant recipients must attend the Grants Reception and Dinner to formally accept the grant. Grant funds may be used to support the grantee's registration and attendance at this Annual Meeting.

In the event of unforeseen scheduling changes, the grantees will be contacted regarding alternative arrangements.

START OF GRANT TERM

July 1, 2022

APPLICANT ELIGIBILITY CRITERIA

Applicants must belong to racial or ethnic group(s) that has(have) been shown to be underrepresented in the cancer related sciences workforce. For U.S. applicants, these groups include Blacks or African Americans, Hispanics or Latinos, American Indians or Alaska Natives, Native Hawaiians and other Pacific Islanders. It is recognized that for both U.S. and international applicants, underrepresentation can vary from setting to setting and individuals from racial or ethnic groups not listed above may also be eligible to apply for this program. **Please contact grants@aacr.org for information on additional verification materials/signatures that may be required.**

Applicants must have a medical degree (MD, MD/PhD, DO, or equivalent) in a related field and not currently be a candidate for a further doctoral degree. Applicants **must** have clinical and research responsibilities.

At the start of the grant term on July 1, 2022, applicants must:

- Hold an independent faculty appointment at the rank of assistant professor level or equivalent. Appointments such as research assistant professor, adjunct assistant professor, assistant professor research track, visiting professor, or instructor **are** eligible. Applicants who have progressed to associate professor appointments are **not** eligible.
 - If eligibility is based on a future position, the position must be confirmed at the time of application submission and **CANNOT** be contingent upon receiving this grant.
 - If the future position is at a different institution than the applicant's current institution, the applicant must contact the AACR's Scientific Review and Grants Administration Department (the AACR's SRGA) at grants@aacr.org before submitting their application for information on additional verification materials/signatures that may be required.
- Have a valid, active medical license in the country where the research will be conducted.
- Be able to commit at least 50% of full-time effort in research (*applies to total research, not just the proposed project*) during the grant term. Commitments less than 50% may be allowed and will be determined on a case-by-case basis by the AACR's SRGA.
- Have independent laboratory space and ability to hold independent funding as confirmed by their institution.
- Work at an academic, medical, or research institution anywhere in the world.
 - There are no citizenship or geographic requirements. However, by submitting an application for this grant, an applicant applying from an institution located in a country in which they are not a citizen or a permanent resident assures that the visa status will

provide sufficient time to complete the project and grant term at the institution from which they applied.

- *AACR is obligated to comply with U.S. laws and regulations regarding research and related transactions in countries subject to US Government enforcement of economic and trade sanctions for particular foreign policy and national security reasons. If your proposed project involves US Government [sanctioned countries](#) subject to restrictions, please contact the AACR's SRGA at grants@aacr.org.*

Applicants must be AACR **Active** members. Nonmembers interested in this grant opportunity must submit a satisfactory application for AACR Active membership by the application deadline.

Nonmembers can apply for membership [online](#). **Members** can renew their membership through [myAACR](#) to bring their membership current. You will need your logon (email address) and password to access the member portal. If you require assistance logging in, please submit a [help form](#). **Lapsed** members must be members in good standing by the application deadline and should contact the Membership Department at membership@aacr.org for assistance.

Investigators may submit only **one** application for the AACR Career Development Award to Further Diversity, Equity, and Inclusion in Clinical Cancer Research, but may concurrently apply for other AACR grants. However, applicants are expected to accept the first grant they are awarded. Individuals may accept and hold only one AACR grant at a time.

Employees or subcontractors of a U.S. government entity or for-profit private industry are not eligible. Employees or subcontractors of a U.S. government entity or for-profit private industry may serve as Collaborators, but no grant funds may be directed towards these individuals.

Investigators who are currently, or have been, a Principal Investigator on a substantial independent research award (e.g., an NIH R01 award, DP2 award, DP5 award, MIRA award, or the equivalent) are **not** eligible. Qualified investigators are invited to apply for AACR grants for independent investigators.

Current AACR Grantees may apply only if their current grant ends before the start of the grant term of this funding opportunity i.e., July 1, 2022, and must be up to date with all reporting requirements to be considered eligible.

Postdoctoral or clinical research fellows or the equivalent who are working under the auspices of a scientific mentor are not eligible to apply. Qualified fellows are invited to apply for an AACR Fellowship.

Members of the Scientific Review Committee are not eligible to apply for an AACR Career Development Award to Further Diversity, Equity, and Inclusion in Clinical Cancer Research.

All applicants with questions about eligibility should contact the AACR's SRGA at grants@aacr.org **before** submitting an application.

RESEARCH PROJECT CRITERIA

The proposed project should be related to the applicant's clinical activities, must directly involve patients or utilize patient samples, and may be in translational or clinical research with direct

applicability and relevance to the understanding, detection, diagnosis, interception, treatment, or prevention of cancer.

LETTERS OF REFERENCE

Each applicant must have a letter of reference from a nominator as part of the online application. A nominator must be the applicant's department chair, division head, or dean. If the nominator is not an active, emeritus, or honorary member of the AACR, an additional letter of reference from an endorser who is an active, emeritus, or honorary member of the AACR must accompany the application. If the applicant's nominator is an AACR member, an additional letter of reference from an endorser will **not** be accepted. For applicants whose eligibility is based on a future position, the letter of reference must verify that the future position is confirmed, and the title of the new position and start date must be stated. Instructions for submitting letter(s) of reference are addressed in Section 7 of the Application Instructions.

EVALUATION OF APPLICATIONS

Applications will be peer-reviewed by a Scientific Review Committee comprised of researchers and physician-scientists who are respected for their accomplishments in cancer research and are viewed as leaders in the field. The President of the AACR will appoint the members of the Scientific Review Committee.

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

- **Investigator.** What training and experience does the applicant have to ensure successful implementation of the proposed project? Has the applicant demonstrated the capacity to carry out independent research? Is there evidence that the applicant is developing a successful track record in the field or that they could make a career commitment to this field?
- **Significance.** Is the scientific and technical merit of the proposed project of significance? Is the proposed project of high quality, and what potential does it have to advance this field and eventually benefit patients?
- **Approach.** Are the overall strategy, design, and methodology well-reasoned and appropriate to accomplish the specific aims of the project within the grant term? Are potential problems, alternative strategies, and benchmarks for success presented? Is the budget justified and reasonable in relation to the proposed project?
- **Institutional Environment.** What evidence is provided of institutional commitment for the scientific development of the applicant? What support, equipment, and resources will be available to the applicant and are they adequate for successful completion of the proposed project? What is the institution's commitment towards diversity and inclusion?

TOBACCO INDUSTRY FUNDING AND CONFLICTS OF INTEREST STATEMENT

Scientific investigators or health professionals who are funded by the tobacco industry for any research project are not eligible for any AACR grant. Grantees who accept 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 immediately be 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 don't 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

APPLICATION INSTRUCTIONS

APPLICATION PROCEDURES

The AACR requires applicants to submit an online application by **1:00 p.m.** U.S. Eastern Time on **Tuesday, November 30, 2021**, using the ProposalCentral website at <https://proposalcentral.com>.

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

Information to be Entered Directly into ProposalCentral	Application Instructions Section	ProposalCentral Section
Project Title and Acknowledgement of Reading the Terms and Conditions	1. Title Page	1) Title Page
Applicant Information	4. Applicant	4) Applicant
Institution and Contact Information	5. Institution & Contacts	5) Institution & Contacts
Collaborator Information (if applicable)	6. Collaborators	6) Collaborators
Lay Abstract	8.A. Lay Abstract	8) Abstracts
Scientific Abstract	8.B. Scientific Abstract	8) Abstracts
Budget	9. Budget	9) Budget
Organizational Assurances	10. Organizational Assurances	10) Organizational Assurances

Templates	Application Instructions Section	ProposalCentral Section
Research Project Proposal Template	11.A. Application Documents	11) Application Documents
Secured Other Support Template	11.B. Application Documents	11) Application Documents
Pending Other Support Template	11.C. Application Documents	11) Application Documents
Budget Justification Template	11.D. Application Documents	11) Application Documents
Project Milestones Template	11.E. Application Documents	11) Application Documents

Additional Materials	Application Instructions Section	ProposalCentral Section
Letter(s) of Reference (uploaded by Nominator and Endorser [if necessary])	7. Letter(s) of Reference.	7) Letters of Reference
Applicant's Biographical Sketch	11.F. Application Documents	11) Application Documents
Collaborator Biographical Sketch(es) (if applicable)	11.G. Application Documents	11) Application Documents
Letter(s) of Collaboration (if applicable)	11.H. Application Documents	11) Application Documents
Supporting Documentation (if applicable)	11.I. Application Documents	11) Application Documents
Appendices (if applicable)	11.J. Application Documents	11) Application Documents

Required Signatures	Application Instructions Section	ProposalCentral Section
Applicant Checklist	11.K. Application Documents	11) Application Documents
Application Signature Page	11.L. Application Documents	13) Signature Page (s)

GETTING STARTED IN ProposalCentral

If you are a new user of ProposalCentral, click the “CREATE AN ACCOUNT NOW” button and complete the registration process. After logging in, complete your Professional Profile before starting an application

If you are already registered with ProposalCentral, access the site and log in with your Username and Password. If you have forgotten your login information, click on the “Forgot Your Username/Password?” link.

To start an application, select the “Grant Opportunities” tab. A list of applications will be displayed. The list of applications can be filtered for just this organization by clicking “Filter by Grant Maker” at the top and selecting “American Association for Cancer Research” in the drop-down menu. Find the “**AACR Career Development Award to Further Diversity, Equity, and Inclusion in Clinical Cancer Research**” and click the “Apply Now” button in the “Apply” column.

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.

APPLICATION FORMAT

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

- 1. TITLE PAGE.** Enter the title of the research project. The title is limited to no more than 75 characters (including spaces). Do not use abbreviations. A project title must be entered and saved before additional sections may be accessed.

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

The terms and conditions of this grant may be modified or amended by the AACR prior to execution of the Grant Agreement. In addition, the grant recipient’s institution may only request revisions to sections VII.F.; XII.; XIII.F.; and XIV.A. of the Grant Agreement prior to execution. Only in special circumstances will revisions be considered to sections other than those noted above.

- 2. DOWNLOAD TEMPLATES & INSTRUCTIONS.** The Program Guidelines and Application Instructions document, Terms and Conditions, Applicant Checklist, and all templates can be downloaded from this page. Applicants are required to use the application template.

See Section 11 of the Application Instructions for how to complete and upload the templates. This application also requires additional attachments for which a template is not provided (Applicant’s Biographical Sketch, Biographical Sketch(es) of Collaborator(s) [if applicable], Letter(s) of Collaboration [if applicable], Supporting Documentation [if applicable], and Appendices [if

applicable]).

3. **ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.** Optional.
4. **APPLICANT.** Enter information for the applicant. Applicants must include their contact information, including e-mail address, phone number, mailing address, and AACR membership information.

Applicants are strongly encouraged to have an ORCID iD and include this identifier with their application.

5. **INSTITUTION & CONTACTS.** Enter information regarding the applicant's institution, nominator, endorser (if applicable), and signing official. The Signing Official designated in this section will receive an email with login instructions to provide their e-signature outlined in Section 13.
6. **COLLABORATORS.** Optional. Enter information for your collaborators (if applicable). Collaborators are independent researchers who have an integral role on the proposed project. Do not enter information for fellows or research assistants working on the proposed project as they are not considered collaborators. While collaborators are allowable, note that co-Principal Investigators are **NOT** permitted.
7. **LETTER(S) OF REFERENCE.** Enter the e-mail address of the nominator submitting a letter of reference. Enter the e-mail address again to confirm and click the "Add" icon. If the nominator's e-mail address is in the ProposalCentral system, you will be prompted to "Send E-mail" to the nominator. **The e-mail will contain instructions and a link to upload the letter of reference directly to the application.** If the nominator's e-mail address is not in the ProposalCentral system, you will be prompted for the nominator's first and last name before being prompted to "Send E-mail."

If the nominator is not an active, emeritus, or honorary member of the AACR, repeat the steps above **and select the role as "Endorser" prior to selecting "Send Email** to send a letter of reference request to an endorser who is an active, emeritus, or honorary member of the AACR. If the nominator is an AACR member, an additional letter of reference from an endorser will **not** be accepted.

The letter(s) of reference are uploaded directly from the nominator and endorser (if necessary) to the ProposalCentral application. Applications cannot be submitted without a Letter of Reference. Applicants can view letter submission status in Section 7 of the online application.

8. **ABSTRACTS.**
 - A. **Lay Abstract.** Limited to 3,000 characters (including spaces), which provides a clear, concise, and comprehensive overview of the proposed research project in language suitable for a non-scientific audience. Do not use abbreviations unless absolutely necessary.
 - B. **Scientific Abstract.** The abstract is limited to 3,000 characters (including spaces) and should provide a brief summary of the proposed project.

If funded, this Abstract will become public information; therefore, do not include proprietary/confidential information.

From the lists provided, select the research areas that are most applicable to this project (*select no more than two*) and indicate how you found out about this grant opportunity.

- 9. BUDGET.** Enter expenses for the term of the grant. Applicants must submit a budget in the amount of \$375,000 which may include the salary and benefits of the grant recipient, postdoctoral or clinical research fellows, graduate students (including tuition costs associated with graduate students' education and training), research assistants, or collaborators; research/laboratory supplies, equipment, publication charges for manuscripts that pertain directly to the funded project, and other research expenses. The percentage of salary requested may not exceed the percent effort of the applicant. (See terms and conditions of the grant for information on publishing in AACR journals.) Budget requests for equipment that exceed 10% of the total budget must be accompanied by a detailed justification.

Funds up to \$2,000 per year may be allocated toward travel, registration, and attendance at cancer-related conferences for the grantee only. A portion of these funds (up to \$2,000) must be used by the grantee to attend the AACR Annual Meeting 2022 to formally accept the grant during the Grant Awards Event.

As the grant term begins after the Annual Meeting to which the grantee must attend, the AACR recommends that the Institution use existing discretionary funding to cover the grantee's travel costs. When the grant term begins, the Institution may transfer the applicable AACR-allowed travel charges from the discretionary fund to the grant fund. This transfer must be reflected in the first financial report of expenditures submitted to the AACR.

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 11.D. for Budget Justification template instructions.

- 10. ORGANIZATIONAL ASSURANCES.** Select the appropriate assurances options for your proposed research and complete the Approved or Pending Date field as appropriate (i.e., mm/dd/yyyy, N/A, or None). The assurances/certifications are made and verified by the signature of the institutional official signing the application. If a grant is awarded, IRB and/or IACUC approval (if applicable) must be submitted in writing to the AACR's SRGA.

11. APPLICATION DOCUMENTS.

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

- Type size. Must use 12-point Times New Roman for the text, and no smaller than 9-point type for figures, legends, and tables.
- Single-spaced text. Single-spacing is acceptable, and space between paragraphs is recommended.
- Margins. The page margins must be no less than 0.75 inches on each side.
- Page numbering. The Proposal Narrative must be numbered consecutively; do not use section designations such as "3A" or "3B".
- Tips and techniques for inserting images in documents.
 - Reduce the file size of documents with images by “inserting” the image (as opposed to “cutting” and “pasting”). Save graphical images as 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):

- A. Research Project Proposal.** Applicants are required to use the template available from the ProposalCentral website. The information must be presented in this order:
- I. Contents Page.** Complete the Table of Contents by indicating the appropriate page numbers for each section. The Table of Contents page must not exceed one page.
 - II. Proposal Narrative.** Limited to six pages, including figures and tables. The Contents Page, Facilities, and References sections do not count against this page limit. The Proposal Narrative must be presented in this order and should include these subheadings: (A) Title of Research Project; (B) Introductory Statement, Background, Preliminary Data, and Rationale; (C) Specific Aims; (D) Research Design and Methods*; and (E) Significance and Statement of Relevance.
 - ***Note that the AACR strongly encourages the authentication of cell lines intended for use in the proposed research project.** If use of cell lines is proposed, it is encouraged that information related to cell line authentication is included in the Research Design and Methods section of the proposal. For a list of cell line authentication services, please visit: <http://aacrjournals.org/content/cell-line-authentication-information>
 - III. Facilities.** Limited to two pages. Please provide a description of the research facilities, resources, and equipment that are available to the applicant and that will allow successful implementation of the proposed research program.
 - IV. References.** Limited to three pages. The AACR reference style follows that of the [Uniform Requirements for Manuscripts Submitted to Biomedical Journals](#). Note that the *Uniform Requirements* specify that for articles with more than six authors, the names of the first six authors must be listed, followed by "et al." For articles with six or fewer authors, all authors should be listed.

B. Secured Other Support. *Applicants are required to use the template available from the ProposalCentral website.* In the table provided, list all **existing** support (institutional, federal, etc.) that has been **secured** and will be used in whole or in part by the applicant during the term of this grant (07/01/2022 – 06/30/2025). Only funding sources that provide support specifically for the applicant should be listed, which includes grants for which the applicant is not the Principal Investigator. This may include support for different projects. For each grant or funding source, please provide:

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

C. Pending Other Support. *Applicants are required to use the template available from the ProposalCentral website.* In the table provided, list all **pending** support (institutional, federal, etc.) that will, **if secured**, be used in whole or in part by the applicant during the term of this grant (07/01/2022 – 06/30/2025). 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 2022 AACR Career Development Award to Further Diversity, Equity, and Inclusion in Clinical Cancer Research, the applicant must notify the AACR immediately.

Budget Justification. *Applicants are required to use the template available from the ProposalCentral website.* Limited to three pages. Applicants must submit a budget in the amount of \$375,000 over three years. Applicant must indicate the percent effort to be devoted to the project and their total effort to be devoted to clinical cancer research. Applicant must also indicate their salary and, if any part of their salary is requested, the percentage of salary requested may not exceed the percent effort the applicant will dedicate to the project. In addition, identify by name and title of any additional personnel, and their specific responsibilities,

during each year of the proposed project; research/laboratory supplies, equipment, travel, publication charges for manuscripts that pertain directly to the funded project, and other research expenses (See terms and conditions of the grant for information on publishing in the AACR journals). Note if individual is a postdoctoral or clinical research fellow. For positions that are not yet filled, indicate “TBD” in the name field. Detailed justification is required for budget request for equipment that exceeds 10% of the total budget.

Funds up to \$2,000 per year may be allocated toward travel, registration, and attendance at cancer-related conferences for the grantee only. A portion of these funds (up to \$2,000) must be used by the grantee to attend the AACR Annual Meeting 2022 to formally accept the grant during the Grant Awards Event.

- E. Project Milestones.** Complete only **Column A** of the *Milestones Template* available from the *ProposalCentral* website. The Milestones Template is meant to list the various steps necessary to complete your research goals and the estimated time it will take to complete each step. Please list your name and the specific aims for the proposed project at the top of the template. Underneath each time period, identify the steps that will be needed to accomplish the aim(s) in that time period. For each step, note the corresponding aim in parentheses. Rows may be added/deleted to the template as needed. For the purposes of submitting the template with your application, **only the information requested above inputted into Column A is needed**. Reporting progress towards milestones further using this template will be incorporated into the reporting requirements for the project if funded.
- F. Applicant's Biographical Sketch.** Applicants are required to use the [Non-fellowship Biosketch](#) template available to download from the [NIH's Biosketch Format Pages, Instructions and Samples](#). Please refer to the Instructions and Non-fellowship biosketch sample under **Biographical Sketch Format Page (non-fellowship)**. The biographical sketch must be in English.
- G. Biographical Sketch(es) of Collaborator(s).** Submit a biographical sketch for every collaborator listed in Section 6. Collaborators are required to use the [Non-fellowship Biosketch](#) template available to download from the [NIH's Biosketch Format Pages, Instructions and Samples](#). Please refer to the Instructions and Non-fellowship biosketch sample under **Biographical Sketch Format Page (non-fellowship)**. The biographical sketch must be in English.
- H. Letter(s) of Collaboration.** A Letter of Collaboration must be uploaded for every collaborator listed in Section 6. The letter should confirm the scope of the collaborators' involvement in the proposed research.
- I. Supporting Documentation.** An example of acceptable supporting documentation is a letter of commitment from a clinician, drug manufacturer, or any individual/organization providing data or materials necessary for the proposed research. Supporting Documentation should state a commitment to provide stated data/materials or confirm applicant's access to said data/materials. Supporting Documentation should be included only to provide information on the ability to provide for a research need, and should not comment on the applicant, or research environment. **Any documentation deemed by 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. Each supporting document is limited to one page and must be presented on the appropriate institutional or company letterhead.

There is no limit to the number of supporting documents that may be provided, however, documents that do not satisfactorily meet the description of supporting documentation provided above, or uploads such as tables, charts, articles, and other inappropriate additional materials will be removed.

J. Appendices. Appendices are not required and may **ONLY** be used for the following materials. Appendices are not to include figures, tables, or other data that otherwise should be contained within the Proposal Narrative. The following materials are permitted:

- Clinical Trial Protocols
- Unpublished Manuscripts. (Manuscripts that have been published should not be attached as appendices. Instead, please list the citation on the References page.)
- Large size versions of figures and/or detailed legends presented in the Proposal Narrative.
 - The use of this appendix is in no way intended to increase the Proposal Narrative page limit. Use of this appendix is restricted to no more than one page of figures and/or legends. This appendix is to be used when reducing the size of the figure or legend to fit within the proposal narrative would significantly compromise the quality of the image. In no case should there be more than one page of text in this appendix. **Overuse or misuse of this appendix may result in your application being rejected or your appendix being removed from your application.**

K. Applicant Checklist. To ensure eligibility, this checklist is required for all applicants. The checklist **MUST** be downloaded from the ProposalCentral site, completed, and signed by all required parties. Electronic/digital signatures are permitted. These signatures transmitted by electronic means shall have the same force and effect as original signatures. Please note that if eligibility is based on a future position, the position must be confirmed at the time of application, and **CANNOT** be contingent upon receiving this grant.

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

L. Signed Signature Page. In order to ensure that the applicant, nominator, and 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. Downloading the Signature Page(s) is described in Section 13 below.

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 “click here to browse” link to select the file from your computer or drag and drop. 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 “Current list of uploaded attachments” 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 as above to attach the new file. **Delete any previously submitted versions of the file before submitting your application.**

SUBMITTING THE COMPLETE APPLICATION

- 12. PI DATA SHEET.** Please verify the applicant gender, race, and ethnicity. This is automatically populated based on the applicant’s Professional Profile within ProposalCentral. Changes to the selections on this screen will be reflected in your Professional Profile. The information is handled separately from the application and will not be provided to the Scientific Review Committee.
- 13. SIGNATURE PAGE(S).** Use the “Print Signature Pages” button to download the Signature Pages. Signatures are only required on the first page. This page can be printed, original signatures obtained, and then uploaded to your online application. Electronic/digital signatures are permitted and shall have the same force and effect as original signatures. Do not upload the Application Contacts, Scientific Abstract, and Budget pages with the signed Signature Page.

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

While the “Print Signature Pages” option allows applicants to download the Signature Page, Application Contacts, Scientific Abstract, and Budget; the AACR **strongly encourages** applicants to

also use the “Print Signature Pages with Attachments” option. This option can be used if your institution wishes to review the full application but also should be used by the applicant to ensure that your attachments loaded properly. The following application materials will **not** be present when using this option: Applicant Checklist, Pending Other Support, Letter(s) of Reference, and the Signature Page containing the required signatures. Absence of these materials should **not** be considered an error. If your institution requires all components of the application to review, the above documents need to be added individually by the applicant; however, as the Letter(s) of Reference are uploaded directly from the nominator and endorser (if necessary), the applicant will be unable to access these letters.

Excessive spacing in your Scientific and Lay Abstracts (e.g., line breaks between paragraphs) can cause the abstracts to not fully appear in the Signature Page view, even if under the 3,000 character limit. You may want to further edit your Abstracts prior to submission if it does not fully appear.. In addition, errors may occur when the uploaded PDF files are assembled by the system. Please check to ensure that all pages of every document included appear in the “Print Signature Pages with 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.

14. 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.

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

Once your application is submitted you may view it by selecting “Submitted” from the “Proposal Status” drop-down menu under the ‘Proposals’ tab, then clicking the “View” button under the Edit column. The status column will show “Submitted” and the date submitted. You may need to refresh your browser screen after submitting the application to see the updated status.

CHANGES TO YOUR APPLICATION

Withdrawal of Application. Please advise 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 ProposalCentral identification number. The e-mail address provided with your application will be used for all official communication about your submission including the recipient selection results. Your Professional Profile in ProposalCentral must be kept up to date.

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

INQUIRIES

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

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

MORE ABOUT THE PARTNERS



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 all cancers. The AACR has more than 48,000 members in 127 countries and territories around the world; over 31% percent of members reside outside the United States. Twenty percent of the 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 biology, detection, diagnosis, treatment, and prevention 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. Its Virtual 2020 Annual Meeting attracted over 74,000 attendees. In addition, the AACR publishes 10 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 the cancer-related sciences in saving lives from cancer. For more information about the AACR, visit www.AACR.org.