



→ **PELOTONIA**[®] | **AACR** American Association
for Cancer Research¹

Victoria's Secret Global Fund for Women's Cancers Career Development Award, in partnership with Pelotonia & AACR

2022 Program Guidelines and Application Instructions

American Association for Cancer Research

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PROGRAM GUIDELINES

PROGRAM SUMMARY

The Victoria's Secret Global Fund for Women's Cancers was established to accelerate innovation in cancer research for women, by women. This groundbreaking initiative will fund innovative research aimed at progressing outcomes for women's cancers and invest in the next generation of women scientists who represent the diverse population they serve. By focusing on prevention, detection, diagnostic, and treatment innovations for women's cancers and advancing outcomes for cancer health disparities, Victoria's Secret aims to improve and save the lives of millions of women around the world.

The Fund builds upon Victoria's Secret's established commitment toward cancer research and education, with longstanding impact partner, Pelotonia. Through a transformational partnership with Pelotonia and the American Association of Cancer Research (AACR), The Victoria's Secret Global Fund for Women's Cancers is proud to offer a series of grants programs for female researchers and clinicians working internationally, and at various stages of their careers. To learn more please visit pelotonia.org/vsfund.

The Victoria's Secret Global Fund for Women's Cancers Career Development Award, in partnership with Pelotonia & AACR is intended to fund innovative research projects in breast and gynecologic cancers and to invest in the next generation of female early-stage scientists domestically and globally. The aim of this award is to foster innovation in the understanding, prevention, interception, early detection, diagnosis, and treatment of breast and gynecologic cancers with the goal of eliminating cancer health disparities and improving patient outcomes. The research proposed for funding may be in basic, translational, clinical, or population sciences. Proposals focused on research into the causes of cancer health disparities and approaches to achieve equity in outcomes as well as applicants belonging to racial or ethnic groups shown to be underrepresented in the cancer-related sciences workforce* are especially encouraged ([AACR Cancer Disparities Progress Report 2020](#)).

*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. For international applicants, it is recognized that underrepresentation can vary from setting to setting and may differ from those groups listed above. Individual demographic information must be provided during application.

The grant provides \$206,000 over two years for expenses related to the research project, which may include salary and benefits of the grant recipient (who must devote at least 75% of their total effort to research in breast or a gynecologic cancer), 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. Indirect costs are **not** allowable expenses.

Grantees funded through this Program will be required to attend the AACR Annual Meeting and the Victoria's Secret Global Fund for Women's Cancers Grantees Symposium each year of the grant. In year 2023, the grantee will be required to attend the Annual Grants Reception and Dinner at the AACR Annual Meeting to formally accept the grant. In addition, the grantee may be asked to participate in publicity/marketing activities related to the Award such as public education campaigns around women's cancers and health, event engagements with Pelotonia and Victoria's Secret, and more. Grantees will also have the opportunity to interact and/or collaborate with other investigators from the network of Pelotonia-funded investigators and laboratories as well as investigators in the AACR's community. A portion of the grant funds may be used to support participation in these activities (see Application Instructions - Section 9. Budget for details).

APPLICATION DEADLINE

June 28, 2022, 1:00 pm U.S. Eastern Time

NOTIFICATION OF AWARD

August 2022

ANNUAL GRANT AWARDS RECEPTION AND DINNER DURING AACR ANNUAL MEETING 2023

April 18, 2023 - 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 grantee will be contacted regarding alternative arrangements.

START OF GRANT TERM

September 1, 2022

APPLICANT ELIGIBILITY CRITERIA

Applicants must be female investigators with a doctoral degree (PhD, MD, MD/PhD, or equivalent) in a related field and not currently be a candidate for a further doctoral degree. Applicants belonging to racial or ethnic groups shown to be underrepresented in the cancer-related sciences workforce* are especially encouraged to apply.

*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. For international applicants, it is recognized that underrepresentation can vary from setting to setting and may differ from those groups listed above. Individual demographic information must be provided during application.

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

- Hold a faculty position with the title of assistant professor. Appointments such as research assistant professor, adjunct assistant professor, and assistant professor research track are

eligible. Applicants that have progressed to associate professor or equivalent appointments are not eligible.

- 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.
- 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 completed their most recent doctoral degree **within the past 11 years** (*i.e., degree cannot have been conferred before September 1, 2011; the formal date of receipt of doctoral degree is the date the degree was conferred, as indicated on their diploma and/or transcript*).
 - Applicants with a medical degree must have completed their most recent doctoral degree or medical residency (or equivalent) - **whichever date is later** - within the past 11 years.
- Must devote at least 75% of their total effort to research in breast or a gynecologic cancer.
- Have independent laboratory space 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 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.

An exception to the 11-year window may be granted for parental leave or other well-justified leave from research for pressing personal or family situations of generally less than 12 months' duration. Applicants whose experience exceeds the maximum of 11 years but who believe they are eligible (e.g., maternity/family leave) should contact the AACR's SRGA **before** submitting an application to verify their eligibility.

Applicants must be AACR 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](#) or by submitting the [Official Membership Application Form](#) to the AACR with the required documents. Please review the [Membership Categories](#) for the category that best fits your qualifications. 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 contact myaacr@aacr.org. 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 Victoria's Secret Global Fund for Women's Cancers Career Development Award, in partnership with Pelotonia & AACR 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.

No more than one applicant will be awarded from the same institution.

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.

Current AACR grantees may apply if their current grant ends before the start of the grant term of this funding opportunity i.e., September 1, 2022, and must be up to date with all reporting requirements to be considered eligible. Please contact the AACR's SRGA for confirmation before submitting an application.

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.

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

RESEARCH PROJECT CRITERIA

Proposed projects may be in basic, translational, clinical, or population sciences related research and must have direct applicability and relevance to the understanding, prevention, interception, early detection, diagnosis, or treatment of breast or a gynecologic cancer. Proposals focused on research that aims to advance the science of cancer health disparities are especially encouraged.

LETTERS OF REFERENCE

Each applicant must have a letter of reference from a nominator accompany 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 are peer-reviewed by a Scientific Advisory Committee comprised of an international group of cancer researcher experts appointed by the AACR in collaboration with the Victoria's Secret Global Fund for Women's Cancers and Pelotonia.

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 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 fully 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?

The Committee will consider each year's applicants independently, without regard to the topics covered in previously funded proposals or to the institutions of the previous grantees.

TOBACCO INDUSTRY FUNDING AND CONFLICTS OF INTEREST STATEMENT

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 **June 28, 2022**, 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. Lay Abstract	8) Lay Abstract
Scientific Abstract	9. Scientific Abstract	8) Scientific Abstract
Budget	10. Budget	9) Budget
Organizational Assurances	11. Organizational Assurances	10) Organizational Assurances

Templates	Application Instructions Section	ProposalCentral Section
Research Project Proposal Template	12.A. Application Documents	11) Application Documents
Secured Other Support Template	12.B. Application Documents	11) Application Documents
Pending Other Support Template	12.C. Application Documents	11) Application Documents
Budget Justification Template	12.D. Application Documents	11) Application Documents
Project Milestones Template	12.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	12.F. Application Documents	11) Application Documents
Collaborator Biographical Sketch(es) (if applicable)	12.G. Application Documents	11) Application Documents
Letter(s) of Collaboration (if applicable)	12.H. Application Documents	11) Application Documents
Supporting Documentation (if applicable)	12.I. Application Documents	11) Application Documents

Required Signatures	Application Instructions Section	ProposalCentral Section
Applicant Checklist (if applicable)	12.J. Application Documents	11) Application Documents
Application Signature Page	12.K. Application Documents	13) Signature Page(s)

GETTING STARTED IN ProposalCentral

If you are a new user of ProposalCentral, click the orange "CREATE ONE NOW!" button and complete the registration process. After logging in, complete your Professional Profile (green tab) before starting an application.

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

To start an application, select the "Grant Opportunities" tab (gray tab). A list of applications will be displayed. The list of applications can be filtered for just this organization by clicking "Filter List by Grant Maker" at the top and selecting "American Association for Cancer Research" in the drop-down menu. Find the "**Victoria's Secret Global Fund for Women's Cancers Career Development Award, in partnership with Pelotonia & AACR**" and click the blue "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 section](#), for additional information.

APPLICATION FORMAT

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

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

Terms and Conditions of the Grant. In order to ensure that the applicant is informed of the terms and conditions of the grant should they be selected as a recipient, applicant must acknowledge that they have read the Terms and Conditions 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.

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], and Supporting Documentation [if applicable]).

- 3. ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.** Optional.
- 4. APPLICANT.** Enter information for the applicant. Applicants must include their contact information, including e-mail address, phone number, 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.
- 6. COLLABORATORS.** Optional. Enter information for your collaborators (if applicable). Collaborators are independent researchers who have an integral role on the proposed project and are **NOT** required to be female. 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 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. 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 of cancer survivors. Describe the purpose of the study, and how the project will contribute to the field of breast or gynecologic cancer research. Do not use abbreviations unless absolutely necessary.

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

- 9. SCIENTIFIC ABSTRACT.** The abstract is limited to 3,000 characters (including spaces) and should provide brief summary of the proposed project.

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

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

- 10. BUDGET.** Enter expenses for the term of the grant. Applicants must submit a budget in the amount of \$206,000, 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. Budget requests for equipment that exceed 10% of the total budget must be accompanied by a detailed justification.

Up to \$3,000 per year and up to \$6000 over the two-year grant term may be used for expenses related to attendance (i.e., registration, housing, travel, and subsistence expenses) at any scientific meetings or conferences applicable to the research project. The grantee **must** attend the AACR Annual Meeting and Victoria Secret's Global Fund for Women's Cancers Grantee Symposium each year of the grant. In 2023, the grantee must attend the annual Grants Reception and Dinner during the AACR Annual Meeting to formally accept the grant. In addition, the grantee may be asked to participate in publicity/marketing activities related to the Award such as public education campaigns around women's cancers and health, event engagements with Pelotonia and Victoria's Secret, and more. Travel funds may be used for eligible expenses for the grantee **ONLY**. No more than \$2,500 may be used to support the grantee's attendance at any *individual* meeting or conference (\$2,000 for the AACR Annual Meeting **ONLY**).

Indirect costs, attendance (other than to the specific events noted above), 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 12.D. for Budget Justification template instructions.

- 11. 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.

12. 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, Lay Abstract, 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. 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 (September 1, 2022 – August 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 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 (September 1, 2022 – August 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)

accepted)

NOTE: If at any time prior to selection and notification an applicant is awarded any funding that may overlap with the **Victoria's Secret Global Fund for Women's Cancers Career Development Award, in partnership with Pelotonia & AACR**, the applicant must notify the AACR immediately.

- D. 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 \$206,000 over two years. Applicant must indicate the percentage of time to be spent on this project. 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, attendance at the specific events described in Section 9 above, 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 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. Attendance expenditures cannot exceed \$2,500 per meeting (\$2,000 for attendance to the AACR Annual Meeting **ONLY**). Attendance funds are for the grantee **ONLY**.

- E. Project Milestones.** *Complete only **Column A** of the Milestones Template available from the ProposalCentral website.* The Milestones Template is meant to list the various steps necessary to complete your research goals and the estimated time it will take to complete each step. Please list your name and the specific aims for the proposed project at the top of the template. Underneath each time period, identify the steps that will be needed to accomplish the aim(s) in that time period. For each step, note the corresponding aim in parentheses. Rows may be added/deleted to the template as needed. For the purposes of submitting the template with your application, **only the information requested above inputted into Column A is needed.** Reporting progress towards milestones further using this template will be incorporated into the annual reporting requirements for the project if funded.
- F. Applicant's Biographical Sketch.** The biographical sketch must be in English. The NIH Biographical Sketch Form [OMB No. 0925-0001 and 0925-0002 (Rev. 3/2020 Approved Through 2/28/2023)] should be used.
- G. Biographical Sketch(es) of Collaborator(s).** Submit a biographical sketch for every collaborator listed in Section 6. The biographical sketch must be in English. The NIH Biographical Sketch Form [OMB No. 0925-0001 and 0925-0002 (Rev. 3/2020 Approved Through 2/28/2023)] should be used.
- 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. **Applicant Checklist.** This checklist is required to ensure applicant's **eligibility**. The **signed** Applicant Checklist must be uploaded to the online application in the Application Documents section. Electronic/digital signatures are permitted. These signatures transmitted by electronic means shall have the same force and effect as original signatures.

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

- K. **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** (with signatures from the applicant, nominator, and institution's signing official) must be uploaded to your online application in the Application Documents section.

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

- Open your online application and go to the section for attaching files. Click the blue "Attach Files" button.
- Select the appropriate type of attachment from the drop-down list.
- Enter your own description of the file in the "Describe Attachment" field. Click on the "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 COMPLETE APPLICATION

13. PI DATA SHEET. PI Demographics information comes from your Professional Profile. Please click Edit Professional Profile, then go to section 4, Personal Data for Applications, and enter your gender, race and ethnicity. Click Save and then return to proposal. This information will not be used as part of the review process.

14. 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 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 the Scientific Abstract does not cut-off in this view and that your attachments were loaded properly. **The following application materials will not be present when using this option: Pending Other Support, Letter(s) of Reference, and the Signature Page containing the required signatures.** Absence of these materials should **not** be considered an error. If your institution requires all components of the application to review, the above documents need to be printed individually by

the applicant and added; however, as the Letter(s) of Reference are uploaded directly from the nominator and endorser (if necessary), the applicant will be unable to access these letters.

Excessive spacing in your Scientific Abstract (e.g., line breaks between paragraphs) can cause the abstract to not fully appear in the Signature Page view, even if under the 3,000-character limit. You may want to further edit your Scientific Abstract prior to submission if it does not fully appear. **If it does not fully appear, you will not be given the opportunity to edit it once you have submitted.** In addition, errors may occur when the uploaded PDF files are assembled by the system. Please check to ensure that all pages of every document included appear in the "Print Signature Pages 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.

- 15. 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.
- 16. 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's SRGA 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 SRGA department at grants@aacr.org.

MORE ABOUT THE PARTNERS

VICTORIA'S SECRET

Victoria's Secret (NYSE: VSCO) is the world's largest intimates specialty retailer offering a wide assortment of modern, fashion-inspired collections including signature bras, panties, lingerie, casual sleepwear and athleisure, as well as award-winning prestige fragrances and body care. With nearly 1,400 retail stores worldwide and a predominately female workforce of more than 25,000, Victoria's Secret boasts the largest team of specialty trained bra fit experts worldwide. Victoria's Secret is committed to inspiring women around the world with products and experiences that uplift and champion them and their journey while creating lifelong relationships and advocating for positive change.

→ PELOTONIA®

Pelotonia exists to engage, inspire, and challenge a community committed to change the world by accelerating innovative cancer research. Since its founding in 2008, Pelotonia has raised over \$236 million for cancer research which has been invested in high-impact breakthroughs in prevention, diagnostics and treatment, and recently, the launch of The Pelotonia Institute for Immuno-Oncology. Thanks to its generous funding partners, Pelotonia is able to direct 100 percent of every community-raised dollar to cancer research. For more information, visit pelotonia.org.



Founded in 1907, the American Association for Cancer Research (AACR) is the world's first and largest professional organization dedicated to advancing cancer research and its mission to prevent and cure cancer. The AACR has more than 48,000 members in over 127 countries and territories around the world; over 31% percent of members live outside the United States. Twenty percent 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 ten 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.