



AACR MONARCA (MAXIMIZING OPPORTUNITY FOR NEW ADVANCEMENTS IN RESEARCH IN CANCER) GRANT FOR LATIN AMERICA

2023 Program Guidelines and Competitive Letter of Intent Instructions

American Association for Cancer Research

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PROGRAM GUIDELINES

PROGRAM SUMMARY

Cancer is a major burden to public health in Latin America. Among the many concomitant challenges is a need to generate local evidence and knowledge upon which appropriate clinical, public health, and policy guidelines can be built. Historically, the pool of Latin American cancer researchers in the region has been limited, in part because early-career funding mechanisms to help launch junior investigators into research careers are very limited. A pipeline of talented, creative, and skilled young Latin American investigators needs to be cultivated to generate knowledge that can be used to address cancer control and treatment in Latin America. Furthermore, the development of such academic and research pursuits in Latin America can provide opportunities to advance the region's need for biomedical, economic, academic, and social development on a variety of levels.

The AACR MONARCA (Maximizing Opportunity for New Advancements in Research in Cancer) Grant for Latin America represents an AACR initiative to address this need by promoting and supporting early-career investigators in Latin America to establish a successful career path in cancer research, thereby increasing and sustaining a cadre of talented cancer researchers in Latin America.

The research proposed for funding may be in any area of cancer research, including descriptive epidemiology, prevention, early detection, diagnosis, treatment, supportive and palliative care, behavioral research, and cancer survivorship. These grants are intended to catalyze subsequent application for funding from other funding sources, not to support longer term research. Each grant will provide US\$55,000 over two years for expenses related to the research project, which may include salary and benefits of the grant recipient and any collaborator, postdoctoral or clinical research fellows, graduate students (including tuition costs), and/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 limited to no more than 10% of the total grant amount. Up to US\$10,000 may be allocated from the grant to support travel applicable to the research project and relevant scientific meetings, including mandatory attendance at the 2023 AACR Annual Meeting. The grants are not intended for principal investigators outside of Latin America, although collaborative research projects are encouraged. All funds provided must be spent in Latin America with the exception of limited support for travel to international scientific meetings and conferences. Eligible countries in Latin America, for this funding mechanism, are listed on page 4 of this document.

These guidelines and instructions explain the aim of the Letter of Intent stage for the AACR MONARCA Grant for Latin America. All applicants need to submit a Letter of Intent and if successful, they will be invited to submit a full application.

LETTER OF INTENT DEADLINE

September 20, 2022, at **1:00 p.m. Eastern Time, United States**

APPLICANTS NOTIFIED OF DECISION STATUS OF LETTER OF INTENT

November 2022

FULL APPLICATION DEADLINE *(for those invited to apply based on the Letter of Intent)*

January 5, 2023, at 1:00 p.m. Eastern Time, United States

NOTIFICATION OF AWARD

February 2023

ANNUAL GRANTS RECEPTION AND DINNER AT AACR ANNUAL MEETING 2023

April 18, 2023 – Grant recipient must attend the Grants Reception and Dinner to formally accept their grant.

In the event that US visa application issues or any other unforeseen circumstances may prevent the Grant recipient to attend that AACR Annual Meeting, they should contact AACR immediately. Such instances will not prevent the Grant recipient from receiving funding.

In the event of unforeseen scheduling changes for the Grants Reception and Dinner, the Grantee will be contacted regarding alternative arrangements.

START OF GRANT TERM

July 1, 2023

APPLICANT ELIGIBILITY CRITERIA

Applicant must have an advanced degree (doctoral or medical) in a related field and not currently be a candidate for a further advanced degree.

At the start of the grant term on July 1, 2023, the Principal investigator (PI) must:

- Be a beginning investigator, defined as a clinician or scientist who received his or her **highest degree of study within the past seven years**. An earned academic (or research) doctorate [such as a Doctor of Philosophy (PhD)], or medical degree [such as a Doctor of Medicine (MD), Doctor of Osteopathy (DO) or Bachelor of Medicine Bachelor of Surgery (MB ChB, MB BS, BM MCh, etc.)] which is considered the highest degree of study in most Latin American countries. When an investigator has received multiple terminal degrees, the calculation will be based on the date of award of the most recent degree. The funding is also open to those with a Master of Public Health or its equivalent. No exception to this requirement will be considered.
- The PI must have legal citizenship status and be physically present in one of the following countries, and these countries are collectively referred as Latin America throughout this document: **Argentina, Belize, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, French Guiana, Guatemala, Guyana, Haiti, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Suriname, Uruguay, and Venezuela.**
- Reside in and be conducting research in Latin America with particular relevance to the Latin American cancer burden. Proof of residency is required.

*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 Scientific Review and Grants Administration (the AACR's SRGA) at grants@aacr.org.***

An exception to the seven-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 ten 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 **Active** members. Annual dues are not required for early-career researchers interested in Associate membership. Nonmembers interested in this grant opportunity must submit a satisfactory application for AACR membership by the application deadline. **Nonmembers** can apply for membership [online](#). 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 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.

Principal Investigators may submit only **one** application for the AACR MONARCA Grant for Latin America, 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.

The institution at which the Principal Investigator is employed should serve as the Principal Institution designated on the application. The institution must assure institutional commitment and support of the proposed research project through provision of adequate staff, facilities, and resources as well as adequate protected time to the Principal Investigator to conduct the research project.

AACR MONARCA Grant for Latin America Scientific Review Committee Members are not eligible to apply.

At the stage of AACR MONARCA Grant for Latin America Letter of Intent review, aspects of individual and institutional eligibility is evaluated. This includes the acceptance of full applications from and/or making grant awards to certain foreign sponsoring institutions or individuals if AACR is prohibited from doing so under U.S. sanctions regulations, or if AACR would be required to obtain a license from the Office of Foreign Assets Control of the UD Department of Treasury to make such grants.

All applicants with questions about eligibility should contact the AACR's SRGA **before** submitting an application.

MENTORS

The Principal Investigator is required to have local mentor who will be committed to providing scientific guidance during the application process and throughout the entire period of the proposed project. The local mentor may or may not be from the same institution as the Principal Investigator, and may also serve as a collaborator on the proposed research project. Grant funds may be allocated to collaborator provided all funds are spent in Latin America

Each Grantee may also be provided with an external mentor who will be an established scientist in the proposed area of research and who will provide additional scientific guidance throughout the entire period of the project.

RESEARCH PROJECT CRITERIA

Research projects may be in any area of cancer research that spans the cancer continuum aimed at forming a basis for reducing the burden of cancer in Latin America. Focus areas for research may include descriptive epidemiology, prevention, early detection, diagnosis, treatment, supportive and palliative care, behavioral research, and cancer survivorship research. Applicants are encouraged to be innovative in their research proposals and demonstrate local relevance of their proposed research.

Relevant topics include (but are not limited to) primary prevention (e.g., vaccination, exposure avoidance, chemoprevention), screening and early detection, and disease monitoring. Use of novel technologies (e.g., mHealth, biomarkers) is strongly encouraged

COMPETITIVE LETTER OF INTENT DESCRIPTION

The Competitive Letter of Intent for the AACR MONARCA Grant for Latin America is an application tool designed to identify the projects with the greatest scientific potential and alignment with the Program Guidelines without requiring applicants to first submit a full application. A Letter of Intent is not written as *correspondence* to the Scientific Review Committee, but instead follows a prescribed template which gathers information summarizing the proposed research project. Letters of Intent have also been called "pre-applications", "concept papers", or "letters of inquiry" by other funders.

Letters of Intent are peer-reviewed by the Scientific Review Committee. A limited number of applicants whose Letters of Intent are deemed most meritorious will be invited by the committee to submit full applications.

The Letter of Intent for the AACR MONARCA Grant for Latin America is limited to two pages and must describe the proposed cancer research project, including the Specific Aims; Rationale, Preliminary Data (if available), Methodology, and Approach; Statistical Analysis Plan; and Significance and Statement of Relevance. Relevant references must be attached and are limited to two pages.

The Letter of Intent must be accompanied by:

- Scientific abstract, limited to 3,000 characters including spaces, which provides a clear, concise and comprehensive overview of the proposed cancer research project
- Applicant's biographical sketch
- Letter of support from the institution
This letter must attest to the Applicants residency in Latin America
- Letter of support from the local mentor

EVALUATION OF COMPETITIVE LETTERS OF INTENT AND INVITED APPLICATIONS

The Scientific Review Committee that will peer-review the Letters of Intent and invited applications is comprised of investigators (researchers and physician-scientists) respected for their own accomplishments in cancer research and viewed as leaders in the field. The Scientific Review Committee will include members who have experience conducting research in Latin America. The President of the AACR will appoint the members of the Scientific Review Committee.

The Committee will consider the following criteria when reviewing Letters of Intent and invited full applications:

- **Scientific Merit:** Considering adequacy and relevance of scientific background evidence, preliminary results (if available), soundness of testable hypothesis, innovative thinking, and lack of duplication.
- **Research Plan Feasibility:** Considering proposed methodology, resources, personnel, and timeline.
- **Research Impact:** The probability that the project will generate data/results to inform subsequent research and/or new research concepts, methodologies, technologies, treatments, services, or preventative interventions that drive the field, or positively impact cancer health in Latin America . Indication of a plan to disseminate research findings.
- **Personnel Capacity and Budget:** The expertise of the PI and other participants, including the strengths and weaknesses of each partner. Budget is reasonable and justifiable to meet project needs. *(The budget-related question will be used to evaluate the full applications for the AACR MONARCA Grant for Latin America program, and is not required for Letter of Intent).*
- **Benefit to Individual and Institutional Research Capacity:** Appraisal of the project's provision of opportunities for the grantee to develop research independence as well as for the institution to expand its research capacity long-term positive impact on social, economic, or environmental issues in the countries involved. *(This criterion will be used to evaluate the full applications for the AACR MONARCA Grant for Latin America, and is not required for Letter of Intent).*

TOBACCO INDUSTRY FUNDING AND CONFLICTS OF INTEREST STATEMENT

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

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

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

LETTER OF INTENT INSTRUCTIONS

AACR MONARCA Grant for Latin America

LETTER OF INTENT PROCEDURES

The AACR MONARCA Grant for Latin America requires applicants to complete an online Letter of Intent submission by **1:00 p.m. Eastern Time, United States, on Tuesday, September 20, 2022**, using the ProposalCentral website at <https://proposalcentral.com/>.

In order to submit a complete Letter of Intent, applicants need to enter information directly into the online submission 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 Letter of Intent Instructions and the online ProposalCentral Letter of Intent.

Information to be Entered Directly into ProposalCentral	Letter of Intent 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
Local Mentor Information	6. Local Mentor & Collaborators	6) Local Mentor & Collaborators
Collaborator Information (if applicable)	6. Collaborators	6) Collaborators
Lay Abstract	7. A. Lay Abstract	7) Abstracts
Scientific Abstract	7. B. Scientific Abstract	7) Abstracts

Templates	Letter of Intent Instructions Section	ProposalCentral Section
Letter of Intent Template	8.A. Letter of Intent Documents	8) Letter of Intent Documents
Letter of Institutional Attestation	8.E. Letter of Intent Documents	8) Letter of Intent Documents

Additional Materials to be Uploaded	Letter of Intent Instructions Section	ProposalCentral Section
Applicant's Biographical Sketch	8.B. Letter of Intent Documents	8) Letter of Intent Documents
Local Mentor's Biographical Sketch(es)	8.C. Letter of Intent Documents	8) Letter of Intent Documents
Collaborator's Biographical Sketch(es) (if applicable)	8.D. Letter of Intent Documents	8) Letter of Intent Documents
Letter of Support from the Local Mentor	8.F. Letter of Intent Documents	8) Letter of Intent Documents

Additional Materials to be Uploaded	Letter of Intent Instructions Section	ProposalCentral Section
Letter(s) of Collaboration (if applicable)	8.G. Letter of Intent Documents	8) Letter of Intent Documents

Required Signatures	Letter of Intent Instructions Section	ProposalCentral Section
Application Signature Page	8.H. Letter of Intent Documents	10) 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 the Letter of Intent.

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 a Letter of Intent, select the “Grant Opportunities” tab (gray tab). A list of grant opportunities will be displayed. The list of applications can be filtered for just this organization by selecting “American Association for Cancer Research” in the dropdown menu at the top and clicking “Filter List by GrantMaker.” Find the “AACR MONARCA (Maximizing Opportunity for New Advancements in Research in Cancer) Grant for Latin America ” and click the “Apply Now” button (second to last column) to create your Letter of Intent.

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

LETTER OF INTENT FORMAT

All information must be provided in English. The following information is required to submit a complete Letter of Intent. Numbers correspond to the 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 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 Competitive Letter of Intent Instructions document and the Letter of Intent template can be downloaded from this page. Applicants are required to use the Letter of Intent template.

See Section 8 of the Letter of Intent Instructions for how to complete and upload the template. This Letter of Intent also requires additional attachments for which templates are not provided (applicant's curriculum vitae and mentor's biographical sketch[es]).

- 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 must indicate their country of residence.

Applicants are strongly encouraged to have an ORCID ID and include this identifier with their Letter of Intent.

To add an institution to your Professional Profile, please follow the instructions below:

- To link an Institution to your Professional Profile, please **log in** to your ProposalCentral account and click on the **Professional Profile** tab.
- In **section 1** on the **left** pane, **click** the **"Add"** button. Enter the **name of the institution**, then **click "Display Results"**.
- Select your Institution and **click "Select"** at the **bottom of the page**.

If your institution is **not** listed in ProposalCentral, please follow the instructions below:

- To register your institution on ProposalCentral please **log in** and go to your **'Institution Profile'** tab.
- There will be a series of links listed, please click the **'Add/Edit Institution Profile'** link.
- You will be directed to a page with instructions, click the **'Continue'** button to begin the registration process.
- Please **fill in the required information**, which is identifiable by a red asterisk, then click **"Save"**.

Once you have created the institution, **add it to your Professional Profile using the above steps**.

- 5. INSTITUTION & CONTACTS.** Enter information regarding the lead institution, mentor, endorser (if necessary), and signing official.
- 6. LOCAL MENTOR & COLLABORATORS.** Enter information for your Local Mentor. The Principal Investigator is required to have local mentor who will be committed to providing scientific guidance during the application process and throughout the entire period of the proposed project. The local

mentor may or may not be from the same institution as the Principal Investigator and may also serve as a collaborator on the proposed research project. Grant funds may be allocated to collaborator provided all funds are spent in Latin America.

Collaborator is optional. Enter information for your collaborator 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.

7. 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 must provide a brief summary of the proposed project.

If funded, both Abstracts will become public information; therefore, do not include proprietary 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 only one*), and indicate how you found out about this grant opportunity.

8. LETTER OF INTENT DOCUMENTS.

Formatting Instructions. Applicants must adhere to the following instructions in completing the template. Failure to observe type size specifications and/or page limits may result in the return of the Letter of Intent 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 Letter of Intent 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 a JPG or GIF file. 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 Letter of Intent in portable document format (PDF):

- A. Letter of Intent.** Applicants are required to use the Letter of Intent template available from the *ProposalCentral* website. The information must be presented in this order:
- I. Letter of Intent Narrative.** Limited to two pages, including figures and tables. The References section does not count against this page limit. Must describe the proposed cancer research project and include the Specific Aims; Rationale, Preliminary Data, Methodology, and Approach; and Significance and Statement of Relevance.
 - II. References.** Limited to two 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 must be listed.
- B. Applicant's Biographical Sketch.** The biographical sketch must be in English. Applicants are required to use the **Fellowship Biosketch** template available to download from the [NIH's Biosketch Format Pages, Instructions and Samples](#). Please refer to the Instructions and the Postdoctoral Fellowship biosketch sample under **Biographical Sketch Format Page (fellowship)**. The biographical sketch must be in English.
- C. Local Mentor's Biographical Sketch.** Submit a biographical sketch for the Local Mentor listed in Section 6. Applicant's mentor is 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.
- D. Collaborator(s)'s Biographical Sketch.** Submit a biographical sketch for the collaborators listed in Section 6. Collaborator is 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.
- E. Letter of Institutional Attestation.** The Letter of Institutional Attestation must be in English and should be provided in the institutional letter head. The institution is required to use the provided **Attestation letter template**. The institution at which the Principal Investigator is employed should serve as the Principal Institution designated on the application. The institution must:
- Assure institutional commitment and support of the proposed research project through provision of adequate staff, facilities and resources as well as adequate protected time to the Principal Investigator to conduct the research project.
 - Attest to the applicants [residency in Latin America](#).
 - Assure that the applicants reside in and be conducting research in Latin America with particular relevance to the Latin American cancer burden on the continent.

- F. Letter of Support from Local Mentor.** A Letter of Support from Local Mentor listed in Section 6 must be uploaded. The letter must assure the Local Mentor's commitment to provide scientific guidance during the application process and throughout the entire period of the proposed project.
- G. 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.
- H. Signed Signature Page.** In order to ensure that the applicant and institution have approved the Letter of Intent, applicants must obtain all required signatures on page one of the Signature Pages. Electronic/digital signatures are permitted. These signatures transmitted by electronic means shall have the same force and effect as original signatures.

The **signed** Signature Page must be uploaded to your online Letter of Intent in the Letter of Intent Documents section.

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

- Open your online Letter of Intent and go to the section for attaching files. Click the blue "Attach Files" button.
- Select the appropriate type of attachment from the drop-down list.
- Enter your own description of the file in the "Describe Attachment" field.
- Click on the "Browse" button to select the file from your computer.
- Click on the "Upload and Continue" button. You will get a confirmation message on your screen that the file was uploaded successfully. You will also see that your file is now listed in the "Uploaded Attachment" section of the screen. Clicking the "Back" or "Upload and Return" button allows you to go back to the main page of this section where the uploaded documents should now be listed. Click the download icon next to the file name to open and view your uploaded documents. To delete the file click on the trashcan icon to the right under the "Delete" column.

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

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

SUBMITTING COMPLETE LETTER OF INTENT

- 9. PI DATA SHEET.** This is an automatically populated data sheet based on the applicants' ProposalCentral profile. Information for gender, race, and ethnicity must be provided to AACR. If fields are not populated, click the "Edit Professional Profile" button in the center of the screen. The applicant must then go to the column on the left side of the screen, select "4) Personal Data for Application," and enter their information. The Scientific Review Committee does not receive this information.

- 10. 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 Letter of Intent OR electronic/digital signatures are permitted. These signatures transmitted by electronic means shall have the same force and effect as original signatures. Do not upload the Application Contacts and Scientific Abstract pages with the signed Signature Page.

NOTE: Data entered in the online Letter of Intent submission are automatically included in the signature pages. The following signature page fields will remain blank until the full application process: Dates of Proposed Project, Proposed Budget, Human Subjects, Vertebrate Animals, Recombinant DNA, and Biohazards. If information is missing in the signature pages, it could be because you have not entered the information in one of the online sections OR the information is not required for this grant program. If the institution's Employer Identification Number (EIN) or National Identification Number (NIN) is not completed on the signature page, please request your institution to provide that information in their ProposalCentral profile.

- 11. VALIDATE.** Validate the Letter of Intent on ProposalCentral. This is an essential step. A submission that has not been validated cannot be submitted. "Validate" checks for required data and attachments. You will not be able to submit if all the required data and attachments have not been provided.

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

Once your Letter of Intent is submitted you may view it by accessing the 'Submitted' link under the Manage Proposals tab. The status column will show "Submitted" and the date submitted. You may need to refresh your browser screen after submitting the Letter of Intent to see the updated status.

While the "Print Signature Pages" option allows applicants to download the Signature Page, Application Contacts, and Scientific Abstract, the AACR **strongly encourages** applicants to also use the "Print Signature Pages and Attached PDF Files" option. This option can be used if your institution wishes to review the full Letter of Intent 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 Signature page containing the required signatures will **not** be present when utilizing this option. Absence of these materials should **not** be considered an error. If your institution requires all components of the application to review, the above document needs to be added individually by the applicant.

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. 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 and Attached PDF Files” option. If you are having any issues with this print option, please contact ProposalCentral customer support at: +1-703-964-5840 (Direct Dial International) , 800-875-2562 (Toll-free U.S. and Canada), or by e-mail to pcsupport@altum.com.

CHANGES TO YOUR LETTER OF INTENT

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

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

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

INQUIRIES

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

MORE ABOUT THE AACR



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 50,000 members in 129 countries and territories around the world; over 31% of members live outside the United States and Canada. 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 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.