



# AACR-Novocure Career Development Award for Cancer Research

## 2023 Program Guidelines and Competitive Letter of Intent Instructions

**American Association for Cancer Research**  
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## PROGRAM GUIDELINES

### PROGRAM SUMMARY

The AACR-Novocure Career Development Award for Cancer Research represents a joint effort to promote and support early-career investigators who are conducting innovative research focused on Tumor Treating Fields (TTFields; intermediate frequency, low intensity, alternating electric fields that disrupt cell division in cancer cells) as well as to encourage early-career investigators to enter the TTFields research field. **The Inovitro® system (which will be provided by Novocure, if needed), must be included in the experimental design.** These grants are intended to provide a deeper understanding of the mechanisms of action of this novel anti-cancer treatment modality and to accelerate the development of new treatment strategies to advance therapeutic options for cancer. The research proposed for funding may be basic or translational in nature; however, studies promoting the transition of *in vitro* work into *in vivo* systems, combination therapies involving TTFields, or translational projects bringing treatments involving TTFields into the clinic will be prioritized.

Each award provides \$300,000 over three years for expenses related to the research project, which may include salary and benefits of the grant recipient and any collaborators\*, postdoctoral or clinical research fellows, graduate students and/or research assistants; research/laboratory supplies; equipment; travel; publication charges for manuscripts that pertain directly to the funded project; other research expenses; and indirect costs. (*\*Note that inter-laboratory collaboration is encouraged, particularly for applicants new to TTFields research.*). In addition, training on the use of Inovitro® system will be provided by Novocure, if needed.

### LETTER OF INTENT DEADLINE

May 30, 2023, at **1:00 p.m.** U.S. Eastern Time

### APPLICANTS NOTIFIED OF DECISION STATUS OF LETTER OF INTENT

July 2023

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

September 6, 2023., at **1:00 p.m.** U.S. Eastern Time

### NOTIFICATION OF AWARD

October 2023

### GRANTS RECEPTION AND DINNER AT THE AACR ANNUAL MEETING

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

December 1, 2023

## APPLICANT ELIGIBILITY CRITERIA

Multiple applications for the AACR-Novocure Cancer Research Grant or AACR-Novocure Career Development Award for Cancer Research may be submitted from the same institution as long as the applicants are not collaborators on an active grant.

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

At the start of the grant term on **December 1, 2023**, applicants must:

- Hold a faculty position with the title of assistant professor, instructor, research assistant professor, or the equivalent.
  - 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](mailto: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 December 1, 2012; 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.
- 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 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.

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. Applicants whose experience exceeds the maximum of 11 years but who believe they are eligible should contact the AACR's SRGA **before** submitting an application to verify their eligibility.

Applicants must be AACR **Active** members. Nonmembers interested in this grant opportunity must submit a satisfactory application for AACR Active membership by the Competitive Letter of Intent (LOI) 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 LOI deadline and should contact the Membership Department at [membership@aacr.org](mailto:membership@aacr.org) for assistance.

*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](mailto:grants@aacr.org).*

Investigators may submit only **one** letter of intent for the AACR-Novocure Career Development Award for Cancer Research but may concurrently apply for other AACR grants. However, applicants are expected to accept the first grant they are awarded.

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

**Current and past recipients of an AACR-Novocure Career Development Award for Cancer Research are not eligible to apply. Collaborators or other participants of an active AACR Novocure grant (at the time of application deadline) are also not eligible to apply.**

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 toward these individuals.

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](mailto:grants@aacr.org) before submitting a Letter of Intent.

## **RESEARCH PROJECT CRITERIA**

***Research proposals must incorporate use of the Inovitra® system into the experimental design.*** For grant recipients who are affiliated with institutions that do not currently hold a Materials Transfer Agreement (MTA) with Novocure for use of its devices, Novocure will provide this system to complete the research. For additional details, please see the MTA and Terms and Conditions. If selected for funding, Novocure will work with the institution to execute an MTA.

Research projects should examine the use of **TTFields** as a therapeutic modality for cancer. Proposals may include 1) Basic and translational approaches, promoting the transition of TTFields in vitro work into in vivo systems, 2) Studies that link preclinical and clinical data, or 3) Studies with ability to translate into the clinic for the cancer treatment.

Projects focused on one or more of the areas outlined below are strongly encouraged:

1. Key cancer-related signaling and cellular pathways
2. Metabolic effects of TTFields
3. Studies that include Omics data (genomics, transcriptomic, proteomics)
4. TTFields immunological aspects and the potential combination with immunotherapy
5. Combinational studies with approved agents, preferably to include mechanistic aspects

## COMPETITIVE LETTER OF INTENT DESCRIPTION

An AACR Competitive Letter of Intent, also referred to as Letter of Intent, 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 2023 AACR-Novocure Career Development Award for Cancer Research is limited to two pages and must provide a clear, concise, and comprehensive overview of the proposed work. Relevant references must be attached and are limited to two pages.

The Letter of Intent must be accompanied by:

- Lay and Scientific Abstract (limited to 3,000 characters including spaces), which should provide a clear, concise, and comprehensive overview of the proposed research project.
- Applicant's Biographical Sketch
- Applicant Checklist

## EVALUATION OF COMPETITIVE LETTERS OF INTENT AND INVITED APPLICATIONS

Letters of Intent and invited full applications will be peer-reviewed by a Scientific Review Committee comprised of senior researchers and physician-scientists respected for their own accomplishments in cancer research and 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 Letters of Intent and invited full applications:

- **Investigator.** What training and experience does the applicant have to ensure successful implementation of the proposed project? Does the applicant have demonstrated capacity to carry out independent research? Is there evidence that the applicant is developing a successful track record in cancer research or that they could make a career commitment to this field?
- **Scientific Focus and Originality.** Is the research focused on TTFIELDS? Is this research project unique and non-duplicative of other projects currently in the field?
- **Innovation and Significance.** Does the research have the potential to provide novel insights for the treatment of cancer using TTFIELDS? Does the project address an important problem or a critical barrier to progress in the field? If the aims of the project are achieved, how will scientific knowledge, technical capability, and/or clinical practice be improved?
- **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 there an appropriate statistical analysis plan in place to rigorously assess the impact of the data? Is the budget justified and reasonable in relation to the proposed project? (*The budget-related question will be used to evaluate only the invited full applications for this opportunity.*)

- ***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 to successfully complete the proposed project? *(This criterion will be used to evaluate only the invited full applications for this opportunity.)*

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 do not relate to any particular research projects.

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

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

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

## LETTER OF INTENT INSTRUCTIONS

### LETTER OF INTENT PROCEDURES

The AACR requires applicants to complete an online Letter of Intent submission by **1:00 p.m.** U.S. Eastern Time on **Tuesday, May 30, 2023**, 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 to the Letter of Intent Instructions and the online ProposalCentral Letter of Intent submission platform.

Information to be Entered Directly into ProposalCentral	Letter of Intent Instructions Section	ProposalCentral Section
Project Title and Acknowledgement of Reading the Terms of Conditions	1. Title Page	1) Title Page
Applicant Information	4. Applicant	4) Applicant
Institution and Contact Information	5. Institution & Contacts	5) Institution & Contacts
Lay Abstract	6. A. Lay Abstract	6) Abstracts
Scientific Abstract	6. B. Scientific Abstract	6) Abstracts

Templates	Letter of Intent Instructions Section	ProposalCentral Section
Letter of Intent Template	7.A. Letter of Intent Documents	7) Letter of Intent Documents

Additional Materials	Letter of Intent Instructions Section	ProposalCentral Section
Applicant's Biographical Sketch	7.B. Letter of Intent Documents	7) Letter of Intent Documents
Applicant Checklist	7.C. Letter of Intent Documents	7) Letter of Intent Documents

Required Signatures	Letter of Intent Instructions Section	ProposalCentral Section
Applicant Checklist	7.C. Letter of Intent Documents	7) Letter of Intent Documents
Materials Transfer Agreement Statement	7.D. Application Documents	7) Application Documents
Application Signature Page(s)	9) Letter of Intent Documents	9) Signature Page(s)

### GETTING STARTED IN ProposalCentral

If you are a new user of ProposalCentral, click the "Need an account?" link and complete the registration process. After logging in, complete your Professional Profile before starting a 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 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 clicking “Filter by Grant Maker” at the top and selecting “American Association for Cancer Research” in the drop-down menu. Find the “**AACR-Novocure Career Development Award for Cancer Research**” and click the blue “Apply Now” button in the “Apply” column.

If you have any difficulties registering, logging in, or creating your Letter of Intent, 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](mailto:pcsupport@altum.com). See the ProposalCentral [FAQ](#), for additional information.

### **LETTER OF INTENT FORMAT**

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 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 Competitive Letter of Intent Instructions document, Terms and Conditions, Applicant Checklist, and the Letter of Intent template, can be downloaded from this page. Applicants are required to use the Letter of Intent template.

See Section 7 of the Letter of Intent Instructions for how to complete and upload the template. This Letter of Intent also requires an additional attachment for which a template is not provided (Applicant’s Biographical Sketch).

- 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 and signing official.

**NOTE:** For those invited to submit a full application, the application process will require a Letter of Reference from a nominator and endorser (if necessary). 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, information for an endorser who is an active, emeritus, or honorary member of the AACR must also be provided.

**6. 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 research 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.

**7. LETTER OF INTENT 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 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 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 that you embed in your document.
  - Once you have anchored the inserted image, you can format text to wrap around the image.
  - Do not edit your images in Word. Use a graphics program.
  - Do not embed your images in tables, text boxes, and other form elements.
  - Do not add annotations over 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. 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. Enter project title in the header. The information must be presented in this order and include these subheadings: (A) Specific Aims; (B) Rationale, Preliminary Data, Methodology, and Approach; (C) 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.** 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.

**Note:** For those invited to submit a full application, collaborators are allowable. However, co-Principal Investigators are **NOT** permitted. You will have the opportunity to provide Letter(s) of Collaboration and the Biosketch(es) of these collaborators at the full application stage.

**C. Applicant Checklist.** To ensure each applicant's eligibility, the 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 Letter of Intent in the Letter of Intent Documents section.

**D. Materials Transfer Agreement Statement.** In order to ensure that the applicant is informed of the Materials Transfer Agreement terms of the grant should they be selected as a recipient, a copy of the Materials Transfer Agreement Statement must be downloaded from the ProposalCentral site. Applicants and the institution's designated Technology Transfer Office official must sign and date the Statement, indicating that they are aware of the requirement of executing a timely Materials Transfer Agreement between the Institution with Novocure before confirmation of the grant should they be selected. Any collaborators (if applicable) will be required to confirm in writing that they are subject to all applicable provisions and obligations applicable to the applicant under the Materials Transfer Agreement.

If applicable, the AACR will facilitate contact between the institution and Novocure so they may directly conduct negotiations regarding the terms and conditions of the Materials Transfer Agreement. Institution will use good faith efforts to expedite negotiation and execution of the Materials Transfer Agreement to enable timely confirmation of the grant and commencement of the grant.

The **signed Materials Transfer Agreement Statement** must be uploaded to your online application in the Application Documents section.

- E. 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. Downloading the Signature Page(s) is described in Section 9 below.

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 “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 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

8. **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.
9. **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 also 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, and Abstracts, 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 Letter of Intent but also should be used by the applicant to ensure that the Abstracts do not cut-off in this view and that your attachments loaded properly.

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 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 print 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](mailto:pcsupport@altum.com).

10. **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 required attachments. You will not be able to submit if all the required data and attachments have not been provided.
11. **SUBMIT.** After successfully passing the validate check, click the "**Submit**" button. An e-mail will be sent to you confirming your submission.

Once your Letter of Intent 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 Letter of Intent to see the updated status.

## **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 to determine whether your Letter of Intent 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](mailto:pcsupport@altum.com).

Inquiries about the program guidelines, eligibility requirements, and Letter of Intent materials can be directed to the AACR's Scientific Review and Grants Administration department at [grants@aacr.org](mailto:grants@aacr.org).

## MORE ABOUT THE PARTNERS



Novocure is a global oncology company working to extend survival in some of the most aggressive forms of cancer by developing and commercializing its innovative therapy, Tumor Treating Fields. Tumor Treating Fields is a cancer therapy that uses electric fields tuned to specific frequencies to disrupt solid tumor cancer cell division. Novocure's commercialized product is approved for the treatment of adult patients with glioblastoma. Novocure has ongoing or completed clinical trials investigating Tumor Treating Fields in mesothelioma, brain metastases, non-small cell lung cancer, pancreatic cancer, ovarian cancer and liver cancer.

Headquartered in New Jersey, Novocure has U.S. operations in Portsmouth, New Hampshire, Malvern, Pennsylvania and New York City. Additionally, the company has offices in Germany, Switzerland, Japan, and Israel. For additional information about the company, please visit [www.novocure.com](http://www.novocure.com) or follow us at [www.twitter.com/novocure](https://www.twitter.com/novocure)



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 54,000 members in 130 countries and territories around the world; 32% percent of members live outside the United States. Twenty-two 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](http://www.AACR.org).