



BEGINNING INVESTIGATOR GRANT FOR CATALYTIC RESEARCH (BIG CAT)



AN AFRICAN ORGANISATION OF RESEARCH AND TRAINING IN CANCER (AORTIC) PROGRAM
Administered by AACR and in coordination with the U.S. National Cancer Institute Center for Global
Health (NCI/CGH)

AND SUPPORTED BY THE TAKEDA CENTER FOR HEALTH EQUITY AND PATIENT AFFAIRS



2024 Program Guidelines and Competitive Letter of Intent Instructions

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PROGRAM GUIDELINES

PROGRAM SUMMARY

Cancer is becoming a leading cause of morbidity and mortality in Africa. The International Agency for Research on Cancer estimates that cancer deaths in Africa will double by 2040. This trend poses major challenges for public health activities in Africa. Among the many needs, there 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 cancer researchers in Africa has been limited, in part because early-career funding mechanisms to help launch junior investigators into research careers are very limited. In order to address the growing cancer health crisis, a pipeline of talented and creative early-career African investigators must be fostered to generate knowledge that can be used to address cancer needs in Africa and beyond. Furthermore, the development of academic and research pursuits in Africa will provide opportunities to advance the continent's need for biomedical, economic, academic, and social development on a variety of levels. The Beginning Investigator Grant for Catalytic Research (BIG Cat) represents a joint effort to address this need by promoting and supporting early-career investigators in Africa to establish a successful career path in cancer research, thereby increasing and sustaining a cadre of talented cancer researchers in Africa.

BIG Cat is a premier initiative by the African Organization for Research and Training in Cancer (AORTIC) to build capacity for cancer research in Africa. The goal of the BIG Cat program is to aid the next generation of African cancer researchers to base their careers in their home countries and institutions, and to contribute to the overall expansion of capacity for research and training in Africa by generating evidence that will guide practice and policy. BIG Cat was initiated in 2010 by the US National Cancer Institute Center for Global Health (NCI/CGH), and it is now a collaborative effort of AORTIC, American Association for Cancer Research (AACR), and NCI/CGH, with funding support from Partners including academic, industrial and scientific organizations.

The research proposed for funding may be in any area of cancer research, including basic research, clinical research, population-based research and translational research across the cancer care continuum (prevention, early detection, diagnosis, treatment, supportive and palliative care, and survivorship). These grants are intended to catalyze subsequent applications for funding from other funding sources, not to support longer-term research. Each grant will provide \$55,000 USD 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 is limited to no more than 10% of the total grant amount. Up to \$10,000 USD may be allocated from the grant to support travel applicable to the research project and relevant scientific meetings, including mandatory attendance at the 2025 AACR Annual Meeting and biennial AORTIC conference. Although collaborative research projects are encouraged, grants are not intended for principal investigators outside of Africa. All grant funds provided must be spent in Africa, with the exception of limited support for travel to international scientific meetings and conferences.

These guidelines and instructions explain the aim of the Letter of Intent stage for the BIG Cat program. 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

December 5, 2023, at **5:00 p.m. UTC (1:00 p.m. U.S. Eastern Time)**

APPLICANTS NOTIFIED OF DECISION STATUS OF LETTER OF INTENT

February 2023

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

March 13, 2023, at **5:00 p.m. UTC (1:00 p.m. Eastern Time)**

NOTIFICATION OF AWARD

May 2024

ANNUAL GRANTEE RECOGNITION EVENT AT AACR ANNUAL MEETING 2025

Grant recipients must attend the Annual Grantee Recognition Event at the AACR Annual Meeting 2025 or a similar recognition event to formally accept their grant. The AACR will communicate the event details when they become available. Grant funds may be used to support the grantee's registration and attendance at this event.

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

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

AORTIC INTERNATIONAL CONFERENCE ON CANCER IN AFRICA, 2025

Grant recipient must attend the AORTIC international conference on cancer in Africa. AACR and AORTIC will communicate the event details when they become available. Grant funds may be used to support the grantee's attendance at this meeting.

START OF GRANT TERM

July 1, 2024

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, 2024, the Principal Investigator must:

- Be a beginning investigator, defined as a clinician or scientist who received his or her **highest degree of study within the past ten years** (*i.e. degree cannot have been conferred before July 1, 2014*).
 - 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 African countries.

- When an investigator has received multiple terminal degrees, the calculation will be based on the date of award of the most recent degree.
- Applicants with a medical degree must have completed their most recent doctoral degree, medical residency, or fellowships (e.g., FWACS, FWACP) - **whichever date is later** - within the past ten years.
- **Reside in and be conducting research in Africa with particular relevance to the African cancer burden on the continent. Proof of residency is required.**
- Have legal residency status in Africa.
- Not have received a BIG Cat award in prior years.

An exception to the ten-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 Research and Grants Administration (the AACR's RGA) department at grants@aacr.org **before** submitting an application to verify their eligibility.

*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 RGA at grants@aacr.org.***

AORTIC and AACR membership are required. Only AORTIC members in good standing will be eligible to submit a Letter of Intent. Nonmembers of AORTIC can apply for AORTIC membership [online](#). AACR membership is encouraged at the Letter of Intent stage, but not required. Please be informed that AACR offers reduced [membership due rates](#) for applicants from countries with emerging economies based on the World Bank listing. If selected to submit a full application, applicants must be AACR members in good standing (dues paid for the current year). Nonmembers can apply for membership [online](#). Please review the [Membership Categories](#) for the category that best fits your qualifications. Nonmembers must obtain a statement of support from a nominator who is an Active AACR member in good standing (dues paid for the current year). Nonmembers requiring assistance with finding a nominator may email membership@aacr.org and include your geographical location to receive a list of members in your area to contact for nominations. For more information check the [membership FAQ](#). AACR members can renew their membership through [myAACR](#). 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 full application deadline and should contact the Membership Department at membership@aacr.org for assistance.

Principal Investigators may submit only **one** application for the BIG Cat program but may concurrently apply for other AACR grants. However, applicants can hold only one AACR grant at a time.

Current AACR Grantees may apply only if their current grant ends before the start of the grant term of this funding opportunity i.e., July 1, 2024, and must be up to date with all reporting requirements to be considered eligible.

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.

BIG Cat Scientific Review Committee Members are not eligible to apply.

The BIG Cat program complies with all U.S. laws and regulations pertaining to export control and the participation of foreign nationals or institutions in its activities. It is the policy of BIG Cat not to conduct any transactions with U.S. restricted entities without appropriate authorization from the U.S. Government.

All applicants with questions about eligibility must contact AACR's RGA at grants@aacr.org **before** submitting a Letter of Intent.

MENTORS

The Principal Investigator is required to have one 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 collaborators, provided all funds are spent in Africa.

Each Grantee will 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.

Note: Applicants are only required to provide local mentor information. External mentor will be assigned by AACR after grant recipient selection process is complete.

RESEARCH PROJECT CRITERIA

Research projects may be in any area of cancer research, including basic research, clinical research, population-based research and translational research across the cancer care continuum (prevention, early detection, diagnosis, treatment and survivorship). Applicants are encouraged to be innovative in their research proposals and demonstrate local relevance of their proposed research.

COMPETITIVE LETTER OF INTENT DESCRIPTION

The Competitive Letter of Intent for the BIG Cat program 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 Letter of Intent are deemed most meritorious will be invited by the committee to submit a full application.

The Letter of Intent for the BIG Cat program 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:

- Lay and 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 Africa
- Letter of support from the local mentor

EVALUATION OF COMPETITIVE LETTERS OF INTENT AND INVITED APPLICATIONS

The Scientific Review Committee responsible for peer-review of Letters of Intent and subsequent invited applications, consists 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 Africa. The President of the AACR and President of AORTIC will jointly 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 Africa. Indication of a plan to disseminate research findings.
- **Personnel Capacity and Budget:** The expertise of the PI and other personnel including the strengths and weaknesses of each. Budget is reasonable and justifiable to meet project needs. *(This criterion will be used to evaluate the full applications for the BIG Cat, 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 for positive impact on social, economic, or environmental issues in the countries involved. *(This criterion will be used to evaluate the full applications for the BIG Cat, and is not required for Letter of Intent).*

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

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

BIG Cat Grant

LETTER OF INTENT PROCEDURES

The BIG Cat program requires applicants to complete an online Letter of Intent submission by **5:00 p.m. UTC (1:00 p.m. Eastern Time) on Tuesday, December 5, 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 with the section number of the Letter of Intent Instructions and the online ProposalCentral Letter of Intent submission system.

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	6) Local Mentor
Lay Abstract	7.A. Scientific 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
Letter of Support from the Local Mentor	8.F. Letter of Intent Documents	8) Letter of Intent Documents

Required Signatures	Letter of Intent Instructions Section	ProposalCentral Section
Application Signature Page	8.F. Letter of Intent Documents	10) 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 (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 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. Find the **“Beginning Investigator Grant for Catalytic Research (BIG Cat) An AORTIC Program administered by AACR, and in coordination with the U.S. National Cancer Institute Center for Global Health (NCI/CGH)”** 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, AORTIC active Membership information, and AACR Membership information (if applicable).

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 below instructions:

- 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 below instructions:

- 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, , and signing official.
- 6. LOCAL MENTOR.** Enter information for your Local Mentor. The Principal Investigator is required to have a 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 collaborators, provided all funds are spent in Africa.

Note: Applicants are only required to provide local mentor information. External mentor will be assigned by AACR after grant recipient selection process is complete.

Collaborator information, if applicable, may be provided if invited to submit a full application. Local Mentor 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.

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; Statistical Analysis Plan; 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. Letter of Institutional Attestation.** The Letter of Institutional Attestation must be in English and should be provided on 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 Africa](#).
 - Assure that the applicants reside in and be conducting research in Africa with particular relevance to the African cancer burden on the continent.
- E. Letter of Support from Local Mentor.** A Letter of Support from Local Mentor listed in Section 6 must be uploaded. The letter should be provided on the institutional letter head. 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.
- F. 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 and 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 application and go to the section for attaching files. Click the blue “Attach Files” button.
- Select the appropriate type of attachment from the drop-down list.
- Enter your own description of the file in the “Describe Attachment” field.
- Click on the “Browse” button to select the file from your computer.
- Click on the “Upload and Continue” button. You will get a confirmation message on your screen that the file was uploaded successfully. You will also see that your file is now listed in the “Uploaded Attachment” section of the screen. Clicking the “Back” or “Upload and Return” button allows you to go back to the main page of this section where the uploaded documents should now be listed. Click the download icon next to the file name to open and view your uploaded documents. To delete the file click on the trashcan icon to the right under the “Delete” column.

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

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

Errors may occur when the uploaded PDF files are assembled by the system. Please check to ensure that all pages of every document included appear in the "Print Signature Pages and Attachments" option. If you are having any issues with this option, please contact ProposalCentral customer support at: +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 at grants@aacr.org, promptly and 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 at grants@aacr.org, 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 at grants@aacr.org 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 Research and Grants Administration department at grants@aacr.org.

MORE ABOUT THE PARTNERS



AORTIC (African Organisation for Research and Training in Cancer) was formed in 1983 by African cancer care workers, scientists and their friends, and is dedicated to the promotion of cancer control in Africa. AORTIC is an African based non-governmental organisation that is dedicated to cancer control and palliation in Africa. Our Executive members are high profile experts in the cancer field who volunteer as knowledge workers for the plight of cancer patients in Africa. We strive to unite the African continent in achieving its goal of better outcomes for cancer patients in Africa, and seek to make a positive impact throughout the region through collaboration with health ministries and global cancer fighting organisations.

To date, AORTIC is actively connected to the global community, with a vast electronic database as well as paper and electronic newsletters sent out quarterly in English, French and Portuguese. AORTIC has been represented at a number of cancer related conferences around Africa and the world and held its very successful 12th International conference in Maputo, Mozambique, entitled “Cancer in Africa: Innovation, Strategies, Implementation” 5-8 November 2019. The conference attracted over 1,000 delegates from more than 60 countries from the African Continent & Globally.



FINDING CURES TOGETHER®

Founded in 1907, the American Association for Cancer Research (AACR) is the world’s first and largest professional organization dedicated to advancing cancer research and its mission to prevent and cure cancer. The AACR has 54,000 members in 130 countries and territories around the world; over thirty-two of members live outside the United States. Twenty-two 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 researchers, no annual dues are required for

Associate membership. The AACR marshals the full spectrum of expertise of the cancer community to accelerate progress in the prevention, biology, diagnosis, and treatment of cancer by annually convening more than 30 conferences and educational workshops, the largest of which is the AACR Annual Meeting with more than 22,500 attendees. In addition, the AACR publishes eight prestigious, peer-reviewed scientific journals and a magazine for cancer survivors, patients, and their caregivers. The AACR funds meritorious research directly as well as in cooperation with numerous cancer organizations. As the Scientific Partner of Stand Up To Cancer, the AACR provides expert peer review, grants administration, and scientific oversight of team science and individual investigator grants in cancer research that have the potential for near-term patient benefit. The AACR actively communicates with legislators and other policymakers about the value of cancer research and related biomedical science in saving lives from cancer. For more information about the AACR, visit www.aacr.org.



Takeda is a global, values-based, R&D-driven biopharmaceutical leader committed to discover and deliver life-transforming treatments, guided by our commitment to patients, our people and the planet. Takeda focuses its R&D efforts on four therapeutic areas: Oncology, Rare Genetics and Hematology, Neuroscience, and Gastroenterology (GI). We also make targeted R&D investments in Plasma-Derived Therapies and Vaccines. Takeda collaborates with diverse partners, including patients, communities and organizations, as well as public and private organizations, to identify and address health inequities in communities and strengthen healthcare systems in a sustainable way, at every stage of the patient journey.