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

2024 Program Guidelines and Application Instructions

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PROGRAM GUIDELINES

PROGRAM SUMMARY

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

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

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

*For U.S. applicants, these groups include Blacks or African Americans, Hispanics or Latinos, American Indians or Alaska Natives, Native Hawaiians and other Pacific Islanders. For international applicants, it is recognized that underrepresentation can vary from setting to setting and may differ from those groups listed above. Individual demographic information must be provided during application.

The grant provides $206,000 over two years for expenses related to the research project, which may include salary and benefits of the grant recipient (who must devote at least 75% of their total effort to research in breast or a gynecologic cancer), collaborators, postdoctoral or clinical research fellows, graduate students (including tuition costs associated with graduate students' education and training), or research assistants; research/laboratory supplies; equipment; publication charges for manuscripts that pertain directly to the funded project; and other research expenses.

Grantees funded through this Program will be required to attend the AACR Annual Meeting, AACR Grantee Symposium, or any other event organized by the AACR or Victoria's Secret Global Fund for Women's Cancers each year of the Grant. In year 2025, the grantee will be required to attend the Annual Grantee Recognition Event at the AACR Annual Meeting or a similar recognition event to formally accept the grant. In addition, the grantee may be asked to participate in publicity/marketing activities related to the Award such as public education campaigns around women's cancers and health, event engagements with Pelotonia and Victoria's Secret, and more. Grantees will also have the opportunity to interact and/or collaborate with other investigators from the network of Pelotonia-funded investigators and laboratories as well as investigators in the AACR's community. A portion of the grant funds may be used to support participation in these activities (see Application Instructions - Section 10. Budget Period Details for details).

APPLICATION DEADLINE
May 15, 2024, **1:00 p.m.** U.S. Eastern Time

We recommend confirming this time in your respective time zone. To do so, please use a time zone converter.

NOTIFICATION OF AWARD
August 2024

ANNUAL GRANTEE RECOGNITION EVENT

Grant recipient must attend the Annual Grantee Recognition Event during the AACR Annual Meeting or a similar recognition event to accept their grant. Grant funds may be used to support the grantee's registration and travel to this event.

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

START OF GRANT TERM
September 1, 2024

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

*For U.S. applicants, these groups include Blacks or African Americans, Hispanics or Latinos, American Indians or Alaska Natives, Native Hawaiians and other Pacific Islanders. For international applicants, it is recognized that underrepresentation can vary from setting to setting and may differ from those groups listed above. Individual demographic information must be provided during application.

At the start of the grant term on September 1, 2024, applicants must:

- Hold a faculty position with the title of assistant professor. Appointments such as research assistant professor, adjunct assistant professor, and assistant professor research track are eligible. Applicants that have progressed to associate professor or equivalent appointments are not eligible.
  - If eligibility is based on a future position, the position must be confirmed at the time of application and <u>CANNOT</u> 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 RGA) at grants@aacr.org **before** submitting their application for information on additional verification materials/signatures that may be required.
- Have started their first independent faculty position **within the past 6 years** from the grant start date (*i.e. cannot have held an independent faculty position before September 1, 2018*).
- Must devote at least 75% of their total effort to research in breast or a gynecologic cancer.
- Have independent laboratory space as confirmed by their institution.
- Work at an academic, medical, or research institution anywhere in the world.
  - There are no citizenship or geographic requirements. However, by submitting an application for this grant, an applicant applying from an institution located in a country in which they are not a citizen or permanent resident assures that the visa status will provide sufficient time to complete the project and grant term at the institution from which they applied.

An exception to the 6-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 6 years but who believe they are eligible should contact the AACR's RGA **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 U.S. Government enforcement of economic and trade sanctions for particular foreign policy and national security reasons. If your proposed project involves U.S. Government sanctioned countries subject to restrictions, please contact AACR's RGA at grants@aacr.org

Applicants must be AACR **Active** members in good standing (dues paid for the current year). Please be informed that AACR offers reduced membership due rates for applicants from countries with emerging economies based on the World Bank listing. Nonmembers interested in this grant opportunity must submit a satisfactory application for AACR Active membership by the application deadline. **Nonmembers** can apply for membership online. 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. **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 application deadline and should contact the Membership Department at membership@aacr.org for assistance.

Investigators may submit only **one** application for the Victoria's Secret Global Fund for Women's Cancers Career Development Award, in partnership with Pelotonia & AACR but may concurrently apply for other AACR grants. However, applicants are expected to accept the first grant they are awarded. Individuals may accept and hold only one AACR grant at a time.

N**o more than one** applicant will be awarded from the same institution.

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

Investigators who are currently, or have been, a Principal Investigator on a substantial independent research award (e.g., an NIH R01 award, DP2 award, DP5 award, MIRA award, or the equivalent) are **not** eligible. For the purpose of this grant, a substantial independent research award is defined as a grant that offers at least $250,000 (direct) per year for more than three years and must have undergone a peer-review process by active researchers and physician-scientists. Qualified investigators are invited to apply for AACR grants for independent investigators.

Current AACR Grantees may apply if their current grant ends before the start of the grant term of this funding opportunity (i.e., September 1, 2024). Also, the terms of their current grant must require that the final progress reports be approved by the AACR before September 1, 2024.

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

Members of the Scientific Review Committee are not eligible to apply for The Victoria's Secret Global Fund for Women's Cancers Career Development Award, in partnership with Pelotonia & AACR.

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

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

LETTERS OF REFERENCE
Each applicant must have a letter of reference from a nominator accompany the online application. A nominator must be the applicant's department chair, division head, or dean. For applicants whose eligibility is based on a future position, the letter of reference must verify that the future position is confirmed, and the title of the new position and start date must be stated.

Instructions for submitting letter(s) of reference are addressed in Section 7 of the Application Format.

If the nominator is **not** an active, emeritus, or honorary member of the AACR, the applicant **must** be

endorsed by an active, emeritus, or honorary member of the AACR. As an AACR member, the endorser is asked to sign an acknowledgment that the applicant adheres to accepted ethical scientific standards and has or will make long term contributions to cancer research (see Section 16 of the Application Format).

EVALUATION OF APPLICATIONS

Applications will be peer-reviewed by a Scientific Review Committee comprised of an international group of researchers and physician-scientists respected for their own accomplishments in cancer research and viewed as leaders in the field. Members will be appointed by AACR in collaboration with Victoria's Secret Global Fund for Women's Cancers and Pelotonia.

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

- *Investigator*. What training and experience does the applicant have to ensure successful implementation of the proposed project? 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 the field?
- *Significance.* Is the scientific and technical merit of the proposed project of significance? Is the proposed project of high quality, and what potential does it have to advance the field of cancer research and eventually benefit patients?
- *Approach.* Are the overall strategy, design, and methodology well-reasoned and appropriate to accomplish the specific aims of the project within the grant term? Are potential problems, alternative strategies, and benchmarks for success presented? Is the budget justified and reasonable in relation to the proposed project?
- *Institutional Environment.* What evidence is provided of institutional commitment for the scientific development of the applicant? What support, equipment, and resources will be available to the applicant and are they adequate for successful completion of the proposed project?

The Committee will consider each year's applicants independent of previously funded proposals or institutions of pervious grantees.

TOBACCO INDUSTRY FUNDING AND CONFLICTS OF INTEREST STATEMENT

Scientific investigators or health professionals who are funded by the tobacco industry for any research project are not eligible for any AACR grant. Grantees who accept funding from the tobacco industry for any research project during the term of an AACR grant must inform the AACR of such funding, whereupon the AACR grant will immediately be terminated.

Tobacco industry funding is defined for purposes of AACR grant applicants and recipients as money provided or used for all or any of the costs of any research project, including personnel, consumables, equipment, buildings, travel, meetings and conferences, and operating costs for laboratories and offices.

It is not defined as money provided or used for meetings or conferences that don't relate to any particular research projects.

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

The following do not constitute tobacco industry funding for the purposes of this policy:
- Legacies from tobacco industry investments (unless the names of a tobacco company or cigarette brand are associated with them);
- Funding from a trust or foundation established with assets related to the tobacco industry but no longer having any connection with the tobacco industry even though it may bear a name that (for historical reasons) is associated with the tobacco industry.

APPLICATION INSTRUCTIONS

APPLICATION PROCEDURES

The AACR requires applicants to submit an online application by **1:00 p.m.** U.S. Eastern Time on **May 15, 2024**, using the ProposalCentral website at https://proposalcentral.com.

In order to submit a complete application, applicants need to enter information directly into the online application platform as well as upload a number of documents. Below are details about information that needs to be entered and the materials that need to be uploaded. The section numbering corresponds with the section numbers in the Application Format below and the application on ProposalCentral.

Information to be Entered Directly into ProposalCentral	Application Format Section	ProposalCentral Section
Project Title and Acknowledgement of Reading the Terms and Conditions	1. Title Page	1) Title Page
Applicant Information	4. Applicant	4) Applicant
Institution and Contact Information	5. Institution & Contacts	5) Institution & Contacts
Collaborator Information (if applicable)	6. Collaborators	6) Collaborators
Lay Abstract	8. A. Lay Abstract	8) Abstracts
Scientific Abstract	8. B. Scientific Abstract	8) Abstracts
Specific Aims	9. Specific Aims	9) Specific Aims
Budget Period Detail	10. Budget Period Detail	10) Budget Period Detail
Budget Summary and Justification	11. Budget Summary and Justification	11) Budget Summary and Justification
Pending and Other Support	12. Pending and Other Support	12) Pending & Other Support
Organizational Assurances	13. Organizational Assurances	13) Organizational Assurances

Templates	Application Format Section	ProposalCentral Section
Research Project Proposal Template	14.A. Application Documents	14) Application Documents
Project Milestones Template	14.B. Application Documents	14) Application Documents

Additional Materials to be Uploaded	Application Format Section	ProposalCentral Section
Letter(s) of Reference (uploaded by Nominator)	7. Letter(s) of Reference.	7) Letters of Reference
Applicant's Biographical Sketch	14.C. Application Documents	14) Application Documents
Letter of Institutional Commitment	14.D. Application Documents	14) Application Documents
Collaborator Biographical Sketch(es) (if applicable)	14.E. Application Documents	14) Application Documents
Letter(s) of Collaboration (if applicable)	14.F. Application Documents	14) Application Documents
Supporting Documentation (if applicable)	14.G. Application Documents	14) Application Documents
Appendices (if applicable)	14.H. Application Documents	14) Application Documents

Required Signatures	Application Format Section	ProposalCentral Section
Applicant Checklist	14.I. Application Documents	14) Application Documents
Application Signature Page(s)	16. Signature Page(s)	16) 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 an application.

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

To start an application, select the "Grant Opportunities" 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 "**Victoria's Secret Global Fund for Women's Cancers Career Development Award, in partnership with Pelotonia & AACR**" and click the blue "Apply Now" button in the "Apply" column.

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

APPLICATION FORMAT

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

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

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

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

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

   See Section 14 of the Application Format for how to complete and upload the templates. This application also requires additional attachments for which templates are not provided (Applicant's Biographical Sketch, Letter of Institutional Commitment, Biographical Sketch(es) of Collaborator(s) [if applicable], Letter(s) of Collaboration [if applicable], and Supporting Documentation [if applicable]).

3. **ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.** Optional.

4. **APPLICANT.** Enter information for the applicant. Applicants must include their contact information, including e-mail address, phone number, mailing address, and AACR membership information.

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

5. **INSTITUTION & CONTACTS.** Enter information regarding the applicant's institution, nominator, endorser (if applicable), and signing official.

6. **COLLABORATORS.** Optional. Enter information for your collaborators (if applicable). Collaborators are independent researchers who have an integral role on the proposed project and are **NOT** required to be female. Do not enter information for fellows or research assistants working on the proposed project as they are not considered collaborators. While collaborators are allowable, note that co-Principal Investigators are **NOT** permitted.

7. **LETTER OF REFERENCE.** Enter the e-mail address of the nominator submitting a letter of reference. Enter the e-mail address again to confirm and click the "Add" icon. If the nominator's e-mail address is in the ProposalCentral system, you will be prompted to "Send E-mail" to the nominator. **The e-mail will contain instructions and a link to upload the letter of reference directly to the application**. If the nominator's e-mail address is not in the ProposalCentral system, you will be prompted for the nominator's first and last name before being prompted to "Send E-mail."

   If the nominator is **not** an active, emeritus, or honorary member of the AACR, an endorsement from an active, emeritus or honorary member of the AACR is also required.

   The letter of reference is uploaded directly by the nominator to the ProposalCentral application. Applications cannot be submitted without a Letter of Reference. Applicants can view letter submission status in Section 7 of the online application.

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

   B. **Scientific Abstract**. Limited to 3,000 characters (including spaces) and must provide a brief summary of the proposed research project.

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

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

9. **SPECIFIC AIMS.** Use the add button ⊞ to initiate a Specific Aim entry. Please enter Specific Aims exactly as written in the Research Proposal Narrative (see Section 14A of the Application Format). Be sure to click the 'Save' button after each Specific Aim entry.

10. **BUDGET PERIOD DETAIL.** Enter expenses for the term of the grant. Applicants must submit a budget in the amount of $206,000, which may include the salary and benefits of the grant recipient, postdoctoral or clinical research fellows, graduate students (including tuition costs associated with graduate students' education and training), and research assistants, or collaborators; research/laboratory supplies, equipment; publication charges for manuscripts that pertain directly to the funded project; and other research expenses. The percentage of salary requested may not exceed the percent effort of the applicant. See terms and conditions of the grant for information on publishing in AACR journals. Budget requests for equipment that exceed 10% of the total budget must be accompanied by a detailed justification.

   The grantee **must** attend an Annual Grantee Recognition Event during the AACR Annual Meeting or a similar recognition event to formally accept the grant and any other event organized by the AACR or Victoria's Secret Global Fund for Women's Cancers each year of the grant. Up to $4,000 per year and up to $8,000 over the two-year grant term may be used for expenses related to attendance (i.e., registration, housing, travel, and subsistence expenses) at these events. If a second event does not occur, funds may be used to attend another meeting relevant to the grant project. In addition, Grantee may be asked to participate in publicity/marketing activities related to the Award such as public education campaigns around women's cancers and health, event engagements with Pelotonia and Victoria's Secret, and more. Travel funds may be used for eligible expenses for the grantee **ONLY**. No more than $2,500 may be used to support Grantee's attendance at any *individual* meeting or conference ($2,000 for the AACR Annual Meeting ONLY).

   Indirect costs, travel (other than to the specific events noted above), professional membership dues, and any other research-related expenses not directly related to this project are **not** allowable expenses. For the purposes of this grant, any general office supplies or individual institutional administrative charges (e.g., telephone, other electronic communication, utilities, IT network, etc.) are considered to be part of indirect and are **not** allowable budget line items. In addition, no grant funds may be directed towards salary or benefits of any individuals from a U.S. government entity or for-profit industry, nor for any research expenses related to the project that are incurred by these individuals.

   To enter a personnel cost line item, click the add button 👤⊞ and enter the necessary values. Please note that the start and end dates are pre-populated.

   To enter non-personnel cost line items, click the add button ⊞ and be sure to save regularly to prevent loss of data.

   A detailed budget justification explaining the allocation of the grant funds must accompany the application. See Section 11 below.

11. **BUDGET SUMMARY AND JUSTIFICATION.** The budget details entered in the previous section will be summarized on this page. Scroll to the bottom of the page to enter personnel and non-personnel cost justifications.

12. **PENDING AND OTHER SUPPORT.** Use the add button ⊞ to add Pending and Other Support. If you have Other Support saved in your professional profile, you may select from the available list and save. To add a new Other Support entry, click 'Create New Other Support'. Enter the required information, then click 'Save and Close' on each page to add the Other Support to your application.

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

    If you have no Pending and Other Support to report, select the corresponding checkbox:

    ☐ No Other Support to report

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

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

    - <u>Type size.</u> Must use 12-point Times New Roman for the text, and no smaller than 9-point type for figures, legends, and tables.
    - <u>Single-spaced text.</u> Single-spacing is acceptable, and space between paragraphs is recommended.
    - <u>Margins.</u> The page margins must be no less than 0.75 inches on each side.
    - <u>Page numbering.</u> The Proposal Narrative must be numbered consecutively; do not use section designations such as "3A" or "3B."
    - <u>Tips and techniques for inserting images in documents</u>.
      o 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.
      o 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.
      o Do not insert Quick Time or TIFF objects into your document.
      o Anchor the images you embed in your document.
      o Once you have anchored the inserted image, you can format text to wrap around the image.
      o Do not edit your images in Word. Use a graphics program.
      o Do not embed your images in tables, text boxes, and other form elements.
      o 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 <u>MUST</u> be used. Prepare and upload the following documents into your application in portable document format (PDF):

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

B. **Project Milestones.** *Applicants are required to use the template available from the ProposalCentral website. Please submit the Milestones Template with only **Column A** completed.* The Milestones Template is meant to list the various steps necessary to complete your research goals and the estimated time it will take to complete each step. Please list your name and the specific aims for the proposed project at the top of the template. Underneath each time period, identify the steps that will be needed to accomplish the aim(s) in that time period. For each step, note the corresponding aim in parentheses. Rows may be added/deleted to the template as needed. For the purposes of submitting the template with your application, **only the information requested above inputted into Column A is needed**. Reporting progress towards milestones using this template will be incorporated into the annual reporting requirements for the project if funded.

C. **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.

D. **Letter of Institutional Commitment**. The letter must be written by the department head, dean,

or other senior member of the institution on behalf of the applicant and addressed to the Scientific Review Committee. It should explain the applicant's relationship with the institution, and the nature and extent of support for the proposed research available from the institution, including laboratory space and financial and other resources.

E. **Biographical Sketch(es) of Collaborator(s).** Collaborators are required to use the Non-fellowship Biosketch template available to download from the NIH's Biosketch Format Pages, Instructions, and Samples. Please refer to the Instructions and Non-fellowship Biosketch sample under **Biographical Sketch Format Page (non-fellowship).** The biographical sketch must be in English.

F. **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.

G. **Supporting Documentation.** An example of acceptable supporting documentation is a letter of commitment from a clinician, drug manufacturer, or any individual/organization providing data or materials necessary for the proposed research. Supporting Documentation should state a commitment to provide stated data/materials or confirm applicant's access to said data/materials. Supporting Documentation should be included only to provide information on the ability to provide for a research need, and should not comment on the applicant, or research environment. **Any documentation deemed by AACR's RGA to be an additional letter of reference for the applicant is not considered supporting documentation and will be removed from the application**. Each supporting document is limited to one page and must be presented on the appropriate institutional or company letterhead.

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

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

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

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

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

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

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

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

SUBMITTING COMPLETE APPLICATION

15. **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.

16. **SIGNATURE PAGE(S).** In order to ensure that all parties have approved the application, electronic signatures are required from the Applicant/PI, Signing Official, Mentor, and Endorser (if applicable). Any user whose signature is required will have automatic access to this

application. An email notification is sent to all signatories when a signature is provided.

To sign, enter your name then click the sign button **Sign** .

Use the "Download Application" button to download the a copy of your application, including attachments.

NOTE: Data entered in the online application are automatically included in the Signature Page. If information is missing in the Signature Page, 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.

The AACR **strongly encourages** applicants to also use the "Download Application" option. This option can be used if your institution wishes to review the full application but also should be used by the applicant to ensure that your attachments loaded properly. **The following application materials will not be present when using this option: Pending Other Support and the Letter of Reference.** Absence of these materials should **not** be considered an error. If your institution requires all components of the application for review, the above documents need to be printed individually by the applicant and added; however, as the Letter of Reference is uploaded directly by the nominator, the applicant will be unable to access this letter.

Errors may occur when the uploaded PDF files are assembled by the system. Please check to ensure that all pages of every document included appear in the "Print Signature Pages with Attachments" option. If you are having any issues with this option, please contact ProposalCentral customer support at: 800-875-2562 (Toll-free U.S. and Canada), +1-703-964-5840 (Direct Dial International), or by e-mail to pcsupport@altum.com.

17. **VALIDATE.** Validate the application on ProposalCentral. This is an essential step. An application that has not been validated cannot be submitted. "Validate" checks for required data and attachments. You will not be able to submit if all the required data and attachments have not been provided.

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

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

CHANGES TO YOUR APPLICATION

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

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

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

INQUIRIES

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

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

MORE ABOUT THE PARTNERS

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

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

Founded in 1907, the American Association for Cancer Research (AACR) is the world's first and largest professional organization dedicated to advancing cancer research and its mission to prevent and cure cancer. AACR membership includes more than 58,000 laboratory, translational, and clinical researchers; population scientists; other health care professionals; and patient advocates residing in 141 countries and territories around the world. Presently, 32% of members live outside the United States and 22% 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 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. The AACR's Virtual 2020 Annual Meeting attracted over 74,000 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.