



# **Fanconi Cancer Foundation - AACR NextGen Grant for Transformative Cancer Research**

## **2024 Program Guidelines and Competitive Letter of Intent Instructions**

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

### PROGRAM SUMMARY

The Fanconi Cancer Foundation-AACR NextGen Grant for Transformative Cancer Research represents the AACR's flagship funding initiative to stimulate highly innovative research from young investigators. This grant mechanism is intended to promote and support creative, paradigm-shifting cancer research that may not be funded through conventional channels. It is expected that this grant will catalyze significant scientific discoveries and help talented young investigators gain scientific independence.

Fanconi anemia (FA) is a rare genetic disease caused by loss-of-function mutations in any one of 22 FA genes, which are integral to the FA/BRCA DNA repair pathway and include the breast cancer susceptibility genes *BRCA1* and *BRCA2*. The disease is marked by congenital abnormalities, bone marrow failure, and a high risk of solid tumors and leukemia. Individuals with FA have a hundreds- to thousands-fold increased risk of developing squamous cell cancers of the head and neck, esophagus, and anogenital regions, in addition to an elevated risk for other solid tumors.

Advancements in stem cell transplants have extended the lifespan of individuals with FA, transforming the perception of the disease from only a childhood disease characterized by bone marrow failure. FA is now recognized as a cancer predisposition syndrome, with mortality from cancer emerging as the primary cause of death for young adults with FA. This is due to the challenges inherent in treating tumors in a population with underlying defects in the FA/BRCA DNA repair pathway.

The study of the FA/BRCA DNA repair pathway and its link to FA-associated cancers not only yields critical insights into the disease itself, but also enhances our understanding of the intricate interplay between DNA repair mechanisms and cancer. Research on FA-associated cancers holds promise for informing the development of novel diagnostics, preventive strategies, and therapies for people with FA, as well as for individuals in the general population diagnosed with sporadic cancers of the same type.

The Fanconi Cancer Foundation supports an FA research resource repository in partnership with the Oregon Health Sciences University that provides antibodies and cell lines to researchers internationally. The repository also provides information and access to investigators in support of active sharing of FA research resources created with FCF funding.

Applications are invited from researchers currently working in the FA field as well as investigators with experience in other areas of cancer or biomedical research with an interest in studying FA-associated cancers.

The grant provides \$450,000 over three years for expenses related to the research project, which may include salary and benefits of the grant recipient, postdoctoral or clinical research fellows, graduate students (including tuition costs), and research assistants, research/laboratory supplies, equipment, travel applicable to the research project, publication charges for manuscripts that pertain directly to the funded project, and other research expenses. Indirect costs are **not** allowable expenses.

### LETTER OF INTENT DEADLINE

July 9, 2024, at **1:00 p.m.** U.S. Eastern Time

## APPLICANTS NOTIFIED OF DECISION STATUS OF LETTER OF INTENT

August 2024

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

October 2, 2024, at 1:00 p.m. U.S. Eastern Time

## NOTIFICATION OF AWARD

November 2024

## 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.

## START OF GRANT TERM

December 1, 2024

## APPLICANT ELIGIBILITY CRITERIA

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, 2024, applicants must:

- Hold a **tenure-eligible** appointment (*or equivalent, if institution does not follow a tenure system*) at the rank of assistant professor (*appointments such as research assistant professor, adjunct assistant professor, assistant professor research track, visiting professor, or instructor are not eligible. Applicants that have progressed to associate professor appointments are also not eligible*)
  - If eligibility is based on a future position, the position must be confirmed at the time of submission, 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 Research and Grants Administration Department (AACR's RGA) at [grants@aacr.org](mailto:grants@aacr.org) **before** submitting their Letter of Intent for information on additional verification materials/signatures that may be required.
- Have held a tenure-eligible assistant professor appointment for **no more than three years** (*i.e., cannot have held a tenure-eligible appointment prior to December 1, 2021*)
- Work at an academic, medical, or research institution anywhere in the world
  - There are no citizenship or geographic requirements. However, by submitting a Letter of Intent 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 their visa status will provide sufficient time to complete the project and grant term at the institution from which they applied.

An exception to the three-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 faculty position exceeds the maximum of three years but who believe they are eligible (e.g., maternity/family leave) must contact the AACR's RGA **before** submitting a Letter of Intent to verify their eligibility.

Applicants must be Active AACR 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 Letter of Intent (LOI) 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](mailto: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](#) to bring their membership current. You will need your logon (email address) and password to access the member portal. If you require assistance logging in, please submit a [help form](#). **Lapsed** members must be members in good standing by the application deadline and should contact the Membership Department at [membership@aacr.org](mailto:membership@aacr.org) for assistance.

Investigators may submit only **one** Letter of Intent for the Fanconi Cancer Foundation-AACR NextGen Grant for Transformative Cancer Research but may concurrently apply for other AACR grants. Current AACR Grantees may apply, but must be up to date with all reporting requirements to be considered eligible.

Employees or subcontractors of a U.S. government entity or for-profit private industry are not eligible. Investigators who are currently, or have been, a Principal Investigator on an NIH R01 award, DP2 award, MIRA award, or the equivalent, are not eligible. Qualified investigators are invited to apply for AACR grants for independent investigators.

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 must contact AACR's RGA at [grants@aacr.org](mailto:grants@aacr.org) **before** submitting a Letter of Intent.

## RESEARCH PROJECT CRITERIA

The proposed research must represent a highly innovative approach to a major contemporary challenge in Fanconi Anemia-related cancer research. The funded projects must have the potential to lead to groundbreaking discoveries in the field, and transform our understanding of the tumorigenesis process and/or our ability to treat, detect, or prevent cancer in individuals with FA. The research proposed for funding may be basic, translational, or clinical in nature. Proposed basic research should exhibit a clear pathway to translational development, focusing specifically on FA-associated cancers rather than their sporadic counterparts. Proposals involving a collaborator for translational activities will be given preference.

Research topics can include, but are not limited to, the following areas:

- Relationship of the FA/BRCA DNA repair pathway to aging/FA cancers
- Technologies, methods, or biomarkers for early detection of FA cancers
- Approaches, mechanisms, and targets to prevent FA cancers
- Solid tumor biology of FA squamous cell cancers
- Novel therapeutics for FA cancers

## COMPETITIVE LETTER OF INTENT DESCRIPTION

An AACR Competitive 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 Fanconi Cancer Foundation-AACR NextGen Grant for Transformative Cancer Research is limited to two pages and must describe the proposed cancer research project, including the Specific Aims; Rationale, Preliminary Data, Methodology, and Approach; Statistical Analysis Plan; and Significance and Statement of Relevance. Relevant references must be attached and are limited to two pages.

The Letter of Intent must be accompanied by:

- Scientific Abstract (limited to 3,000 characters including spaces, which 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

The Scientific Review Committee that will peer-review the Letters of Intent and invited full applications is comprised of senior researchers and physician-scientists respected for their own accomplishments in FA or 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:

- ***Innovation and Significance.*** Does the project propose creative, paradigm-shifting cancer research? Is the scientific and technical merit of the proposed project of great significance? Is the proposed project of high quality, and what potential does it have to provide groundbreaking and innovative advances in cancer research? How will successful completion of the aims challenge and/or enhance the current concepts, methods, or technologies used in the field of cancer research? Are the concepts, approaches or methodologies, instrumentation, or interventions novel to the field of cancer research?
- ***Translational applicability for FA patients.*** How does the proposed research address specific challenges or needs faced by individuals with FA-associated cancer? What are the potential clinical or therapeutic implications of the research findings for patients with FA-associated cancer? How will the research contribute to the development of novel diagnostic methods or treatment strategies for FA-associated cancers? Is there a clear path for translational applicability or collaborations with clinicians or industry partners to facilitate the translation of the research findings into clinical practice? What measures have been

taken to ensure that the research outcomes are applicable and beneficial to individuals with FA-associated cancer? How does the proposed research align with current clinical guidelines or standards of care for managing FA-associated cancer, and how might it potentially improve upon existing approaches?

- **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?
- **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 fully justified and reasonable in relation to the proposed project? *(The budget-related question will be used to evaluate the full applications for the Fanconi Cancer Foundation-AACR NextGen Grant.)*
- **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? What is the institution's commitment towards diversity and inclusion? *(This criterion will be used to evaluate the full applications for the Fanconi Cancer Foundation-AACR NextGen Grant.)*

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, July 9, 2024**, 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 section number of the Letter of Intent Instructions and the online ProposalCentral Letter of Intent.

Information to be Entered Directly into ProposalCentral	Letter of Intent Instructions Section	ProposalCentral Section
Project Title and Acknowledgement of Reading the Terms 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
Specific Aims	7. Specific Aims	7) Specific Aims

Templates	Letter of Intent Instructions Section	ProposalCentral Section
Letter of Intent Template	8.A. Letter of Intent Documents	8) Letter of Intent Documents
Applicant Checklist	8.C. Letter of Intent Documents	8) Letter of Intent Documents

Additional Materials	Letter of Intent Instructions Section	ProposalCentral Section
Applicant's Biographical Sketch	8.B. Letter of Intent Documents	8) Letter of Intent Documents

Required Signatures	Letter of Intent Instructions Section	ProposalCentral Section
Application Signature Page	10. Signature Page(s)	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 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. 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 “**Fanconi Cancer Foundation-AACR NextGen Grant for Transformative 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 also 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 AACR, information for an endorser who is an active, emeritus, or honorary member of AACR must also be provided.

## 6. ABSTRACTS.

- A. Lay Abstract.** Limited to 3,000 characters (including spaces) and must provide a lay summary of the proposed project in language suitable for a non-scientific audience. Do not use abbreviations. It should include the background, purpose, objectives, and study design of the project; how it will contribute to the field of Fanconi anemia-related cancer research; and how the results will help patients in the future.
- B. Scientific Abstract.** Limited to 3,000 characters (including spaces) and must provide a brief summary of the proposed research project.

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

From the lists provided, indicate how you found out about this grant opportunity.

## 7. SPECIFIC AIMS. Please enter Specific Aims exactly as will be written in the Letter of Intent Narrative.

## 8. 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. Must describe the proposed innovative 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.
- III. Data-sharing Plan.** Limited to one page. AACR recognizes the importance of data sharing to accelerate dissemination of new research findings among scientists and others dedicated to the conquest of cancer. In order to facilitate and encourage data sharing, AACR requires applicants for this funding opportunity to provide a data-sharing plan for the data resulted from this grant. The plan may include what type of data will be shared, how the data will be shared, what repository will be used, and a timeline to share the data. Identification of the personnel in charge of implementing data sharing is also recommended. Applicants are encouraged to at least share the data underlying published research generated from the grant funds.

AACR’s RGA endorses AACR Journals policies on [Availability of Materials and Data](#) and encourages applicants to follow these guidelines.

**Note:** Failure in providing a data-sharing plan will render the application incomplete.

**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.** In order to ensure eligibility, applicants must complete the checklist and obtain all required signatures. For institutions that do not follow the traditional tenure system, such as non-academic, non-profit research institutions or organizations, tenure-eligible equivalence must be confirmed. Electronic/digital signatures are permitted. These signatures transmitted by electronic means shall have the same force and effect as original signatures.

The **signed** Applicant Checklist must be uploaded to your online 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**

- 9. 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.
- 10. SIGNATURE PAGE(S).** In order to ensure that all parties have approved the application, electronic signatures are required from the Applicant/PI and Signing Official. 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  .

Use the “Download Application” button to download a copy of your Letter of Intent, including attachments.

**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) 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 Letter of Intent but also should be used by the applicant to ensure that your attachments loaded properly.

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 "Download Letter of Intent" 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](mailto:pcsupport@altum.com).

- 11. 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.
- 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 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 Research and Grants Administration department at [grants@aacr.org](mailto:grants@aacr.org).

## MORE ABOUT THE PARTNERS



The Fanconi Cancer Foundation (FCF) is the leading organization worldwide dedicated to advancing research, advocacy, and support for people affected by Fanconi anemia (FA) and associated cancers. FA is a rare inherited disease characterized by bone marrow failure, leukemia, and an increased risk of cancer. FA stems from mutations in up to 22 genes, including notable breast cancer susceptibility genes *BRCA1* and *BRCA2*. Founded in 1989, FCF's contributions have been instrumental in improving treatments, such as hematopoietic cell transplant (HCT) and significantly improving outcomes for patients with FA. Through its multifaceted approach, FCF has propelled significant advancements in understanding FA, with over \$32 million funded to over 260 research projects worldwide. In recent years, FCF's research activities include partnering with Stand Up To Cancer, leading an international effort to create an FA data commons, and the formation of two international consortia: one focused on in vivo gene editing for FA, and another focused on a natural history study for the early detection and prevention of FA cancers. The foundation's efforts extend beyond research: strides made in advocacy, community support, dissemination of educational resources, and clinical programs such as the FA cancer virtual tumor board, all foster improvements in quality of life for patients with FA. By fostering collaboration and innovation, FCF continues to lead the charge toward effective treatments and ultimately a cure for Fanconi anemia and associated cancers.



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](http://www.AACR.org).