



# **AACR-Torrey Coast Foundation Transpacific Gastric and Esophageal Cancer Research Partnership Grant**

## **2026 Program Guidelines and Application Instructions**

**American Association for Cancer Research**

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## TABLE OF CONTENTS

PROGRAM SUMMARY.....	3
APPLICATION DEADLINE.....	3
APPLICANT ELIGIBILITY CRITERIA .....	4
RESEARCH PROJECT CRITERIA.....	4
OVERSIGHT AND MANAGEMENT .....	5
BUDGET STIPULATIONS.....	5
EVALUATION OF APPLICATIONS .....	6
TOBACCO INDUSTRY FUNDING AND CONFLICTS OF INTEREST STATEMENT .....	6
APPLICATION INSTRUCTIONS .....	8
APPLICATION PROCEDURES.....	8
GETTING STARTED IN ProposalCentral .....	9
APPLICATION FORMAT.....	9
SUBMITTING COMPLETE APPLICATION .....	15
CHANGES TO YOUR APPLICATION.....	16
INQUIRIES.....	17
MORE ABOUT THE PARTNERS.....	18

## PROGRAM GUIDELINES

### PROGRAM SUMMARY

Upper gastrointestinal (GI) malignancies are among the most lethal tumor types, contributing to over one million deaths worldwide in 2023 from the combined toll of gastric and esophageal cancers. These tumors present formidable challenges in diagnosis, treatment, and outcomes, underscoring the urgent need for innovative approaches to enhance patient care and survival.

The AACR and the Torrey Coast Foundation are committed to supporting high-impact research projects that will make a meaningful difference in the lives of patients affected by these diseases. The AACR-Torrey Coast Foundation Transpacific Gastric and Esophageal Cancer Research Partnership Grant is intended to **support a multi-institutional team with Principal Investigators from at least one institution in the United States and one in Asia**. The focus is on collaborative research in gastric or esophageal cancer, specifically in areas such as resistance, metastasis, innovative treatment strategies (including identifying and characterizing novel targets), and cellular and immunotherapies. Proposals must include plans indicating how the work will be translated into the clinic, including an estimated timeline.

Applications are invited from researchers at all career stages, especially those new to the field of upper GI cancers. Those with expertise in other areas are especially encouraged to apply, provided they have promising ideas and approaches that can be applied to upper GI cancer research. To facilitate involvement of investigators who are new to the field, preclinical resources (cell lines, organoids, and mouse models) will be made available to researchers upon request.

The Grant will provide up to \$400,000 in funding for direct and indirect expenses related to the research project for a period of up to 24 months.

### APPLICATION DEADLINE

January 15, 2026, at 1p.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

April 2026

### ANNUAL GRANTEE RECOGNITION EVENT

Grant recipients must attend the Annual Grantee Recognition Event 2027 to formally accept their grant. Grant funds may be used to support the grantee's attendance at this Event.

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

### START OF GRANT TERM

July 1, 2026

## APPLICANT ELIGIBILITY CRITERIA

At least two co-applicants, **one from a US-based institution and one from an Asia-based institution**, are required. The team will be directed by the Lead Principal Investigator (Lead PI) and a co-Principal Investigator (co-PI). The Lead PI is responsible for the application, disbursement of funds to the various research projects, the conduct of the projects, and progress reporting.

Principal Investigators (PIs) must have a doctoral degree (including PhD, MD, DO, DC, ND, DDS, DVM, ScD, DNS, PharmD, or equivalent doctoral degree) and not currently be a candidate for a further doctoral or professional degree.

Applications will be accepted from investigators at all career levels who have completed a doctoral degree and are affiliated with an academic, medical, or research institution in the US and Asia.

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 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](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.

Only **one** application per Lead PI will be accepted for the AACR-Torrey Coast Foundation Transpacific Gastroesophageal Research Partnership Grant, although individuals may serve as a co-PI or contribute to more than one application. Current AACR Grantees may apply but must be up to date with all reporting requirements to be considered eligible.

Employees or subcontractors of government entities or for-profit private industry are not eligible to apply. Employees or subcontractors of government entities or for-profit private industry may serve as Collaborators, but no grant funds may be directed toward these individuals.

All applicants with questions about eligibility must contact AACR's RGA at [grants@aacr.org](mailto:grants@aacr.org) before submitting an application.

## RESEARCH PROJECT CRITERIA

Proposals will be accepted for new ideas and innovative approaches that have direct application and relevance to gastric or esophageal cancer research. **Proposed research should be translational in nature, with a clear path to the clinic.**

- Proposed projects should be focused on gastric or esophageal cancers and address one of the following problem areas in the field:

- Preclinical studies with new therapies/targets in upper GI cancers
- Identification and characterization of new targets
- Mechanisms driving resistance to current therapies
- Mechanisms and targets underlying metastatic progression
- Cellular and/or immunotherapies
- The following project types **are not in scope** for the award:
  - Direct funding for clinical trials; for relevant clinical trials that already have funding and approvals in place, this award could be appropriate for correlative analyses of samples from that trial.
  - Collection of new epidemiological data; previously gathered epidemiological data may be incorporated into proposed projects.

To facilitate the conduct of the research, the following preclinical resources can be made available upon request and soon after the execution of a Materials Transfer Agreement:

- *Gastric and esophageal (GE) cancer patient-derived organoids*: Over 60 unique GE cancer patient-derived organoids (PDOs) with clinical annotation and bulk RNA sequencing available. The GE PDOs span both diffuse and intestinal histologic subtypes and were generated from biopsies of both treatment naïve patients and from patients on treatment.
- *Immune competent GE Cancer Mouse Models*: Genetically engineered mouse models of GE cancer with different drivers, oncogenes and tumor suppressors are available as well as murine GE cancer cell lines.

## OVERSIGHT AND MANAGEMENT

The project funded by the AACR-Torrey Coast Foundation Transpacific Gastric and Esophageal Cancer Research Partnership Grant will be directed by the Lead PI. The Project Team is expected to create a comprehensive communication plan detailing how the Team will work together to achieve the Project Aims. Meetings should be held no less than quarterly to evaluate research progress.

## BUDGET STIPULATIONS

Co-applicants may apply for total support of up to \$400,000 over a period of up to two years. The budget for each year of the proposed project period should be initially estimated but will be regularly reviewed by the AACR to allow flexible disbursement of funds in response to justifiable and unanticipated needs. Funds can be used for salaries and benefits, research/laboratory supplies, equipment, publication charges for manuscripts that pertain directly to the funded project, and other expenses. For institutions that mandate payment of indirect costs, a maximum of 10% of the total grant amount may be used for this purpose. Professional membership dues, general office supplies, individual institutional administrative charges in addition to indirect (e.g., telephone, other electronic communication, IT network, etc.), pre-award charges, and any other expenses not directly related to the project are **not** allowable expenses. In addition, no grant funds may be directed to any government entity or for-profit private industry.

## EVALUATION OF APPLICATIONS

Applications are peer-reviewed by a Scientific Review Committee comprised of senior researchers and physician-scientists respected for their own accomplishments in upper GI cancer research and are viewed as leaders in the field. The President of 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:

- ***Translational applicability for upper GI cancer patients.*** How does the proposed research address specific challenges or needs faced by individuals with upper GI cancers? What are the potential clinical or therapeutic implications of the research findings for patients with upper GI cancers? How will the research contribute to the development of treatment strategies for upper GI 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 upper GI cancers?
- ***Innovation and Significance.*** Are 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 upper GI cancer research? Are the concepts, approaches or methodologies, instrumentation, or interventions novel to the field of upper GI cancer research?
- ***Approach.*** Is there evidence that the proposed project is reasonable, feasible, and appropriate to meet stated goal(s)? Are the aims achievable and can they be completed within the proposed duration? Are the milestones appropriate and do they reflect reasonable progress towards the stated goal? 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?
- ***Project Team.*** Is this the best team to accomplish the objectives of the proposed project? Do the co-PIs have the appropriate training, expertise and track record of accomplishments and leadership to successfully implement the proposed project and overcome obstacles that may arise? Do team members have the needed skills and capabilities? Is there evidence that the team can successfully work together? Is the environment appropriate and conducive to the success of the project? Is the team communication and collaboration plan sufficient?

## 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 complete an online application by **1:00 p.m.** U.S. Eastern Time on January 15, 2026 using the ProposalCentral website at <https://proposalcentral.com>.

In order to submit an application, 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 Application Instructions and the online ProposalCentral Application.

Information to be Entered Directly into ProposalCentral	Application 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
Project Team	6. Project Team	6) Project Team
Lay Abstract	7. A. Lay Abstract	7) Abstracts
Scientific Abstract	7. B. Scientific Abstract	7) Abstracts
Specific Aims	8. Specific Aims	8) Specific Aims
Budget Period Detail	9. Budget Period Detail	9) Budget Period Detail
Budget Summary and Justification	10. Budget Summary and Justification	10) Budget Summary and Justification
Pending and Other Support	11. Pending and Other Support	11) Pending and Other Support
Organization Assurances	12. Organizational Assurances	12) Organizational Assurances

Templates	Application Instructions Section	ProposalCentral Section
Research Project Proposal Template	13.A. Application Documents	13) Application Documents
Project Milestones	13.B. Application Documents	13) Application Documents
Applicant's Biographical Sketch	13.C. Application Documents	13) Application Documents
Biographical Sketch of co-PI	13.D. Application Documents	13) Application Documents
Biographical Sketch(es) of Collaborator(s) (if applicable)	13.E. Application Documents	13) Application Documents
Applicant Eligibility and Compliance Guide	13.I. Application Documents	13) Application Documents



Materials to be Uploaded	Application Instructions Section	ProposalCentral Section
Research Project Proposal Template	13.A. Application Documents	13) Application Documents
Project Milestones	13.B. Application Documents	13) Application Documents
Applicant's Biographical Sketch	13.C. Application Documents	13) Application Documents
Biographical Sketch of co-PI	13.D. Application Documents	13) Application Documents
Biographical Sketch(es) of Collaborator(s) (if applicable)	13.E. Application Documents	13) Application Documents
Letter of co-PI Commitment	13.F. Application Documents	13) Application Documents
Letter(s) of Collaboration	13.G. Application Documents	13) Application Documents
Letter of Institutional Commitment	13.H. Application Documents	13) Application Documents
Supporting Documentation (if applicable)	13.J. Application Documents	13) Application Documents
Appendices (if applicable)	13.K. Application Documents	13) Application Documents

Required Signatures	Application Instructions Section	ProposalCentral Section
Application Signature Page	15. Signature Page(s)	15) 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 the "AACR-Torrey Coast Foundation Transpacific Gastric and Esophageal Cancer Research Partnership Grant" 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](mailto:pcsupport@altum.com). See the ProposalCentral [FAQ](#), for additional information.

### APPLICATION FORMAT

The following information is required to submit a complete Application. 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 Application Instructions document, Terms and Conditions, the Research Project Proposal template, and biographical sketch template, can be downloaded from this page. Applicants are required to use the Research Project Proposal template.

See Section 13 of the Application Instructions for how to complete and upload the template. This Application also requires additional attachments for which templates are not provided (Letter of co-PI Commitment, Letter of Institutional Commitment, Letter(s) of Collaboration [if applicable], Supporting Documentation [if applicable], and Appendices [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 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.
6. **PROJECT TEAM.** Provide contact information for co-PI.

**COLLABORATORS.** Optional. Enter information for your collaborators (if applicable). Collaborators are independent researchers who have an integral role on the proposed project but do not hold a leadership role. They are not considered co-PIs. Do not enter information for fellows or research assistants working on the proposed project as they are not considered collaborators.

## 7. ABSTRACTS.

- A. **Lay Abstract.** Limited to 3,000 characters (including spaces) 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 upper GI 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.

- 8. SPECIFIC AIMS.** 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.
- 9. BUDGET PERIOD DETAIL.** Enter expenses for the term of the grant. Applicants must submit a budget in the amount of \$400,000, which may include the salary and benefits of the PI and/or co-PI, 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 the applicant and other personnel will dedicate to the project. 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 the Annual Grantee Recognition Event held during the AACR Annual Meeting 2027 to formally accept their grant, as well as attend the Grantee Summit one time during the grant term. Up to \$3,000 may be allocated from the grant to support the grantee's registration and attendance at these events.

Indirect costs, up to a maximum of 10% (\$40,000) of the total grant may be used for this purpose. 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.

*\*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 10 below.

- 10. 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.
- 11. 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 AACR-Torrey Coast Foundation Transpacific Gastric and Esophageal Cancer Research Partnership Grant, 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

**12. 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, written documentation of ethics approval for human subjects research (e.g., IRB or an equivalent ethics committee for non-U.S. institutions) and/or animal research (e.g., IACUC or an equivalent animal care and use committee for non-U.S. institutions), as applicable, must be submitted in writing to AACR's RGA.

**13. 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.**

- 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. Research Project Proposal.** *Applicants are required to use the Research Project Proposal 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, Statistical Analysis Plan, Team Communication plan, Facilities, and References sections do not count against this page limit. The information must be presented in this order and must include these subheadings: (A) Title of Research Project; (B) Introductory Statement, Background, Preliminary Data, and Rationale; (C) Specific Aims; (D) Research Design and Methods\*; (E) Clinical Impact; (F) Provide a study plan toward realizing the clinical impact; \*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: <https://aacrjournals.org/pages/improv-reprod>
  - III. Statistical Analysis Plan.** Limited to one page. Please provide a brief description of the statistical analysis plan for the proposed project.
  - IV. Team Communication and Collaboration Plan:** Limited to one page. Please provide description on how the Team will work together to achieve the Project Aims.
  - V. 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.
  - VI. 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. Project Milestones.** *Applicants are required to use the template available from the ProposalCentral website. 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. Reporting progress towards milestones using this template will be incorporated into the reporting requirements for the project if funded.*
- C. Applicant's Biographical Sketch.** *Applicants are required to use the template available from the ProposalCentral website. This template as well as an example are available for download from the ProposalCentral platform. All sections of the biographical sketch must be filled and the biographical sketch must be in English.*
- D. Biographical Sketch of co-PI.** *co-PI is required to use the template available from the ProposalCentral website. This template as well as an example are available for download from the ProposalCentral platform. All sections of the biographical sketch must be filled and the biographical sketch must be in English.*

- E. Biographical Sketch(es) of Collaborator(s).** *If applicable, collaborators are required to use the template available from the ProposalCentral website.* This template as well as an example are available for download from the ProposalCentral platform. All sections of the biographical sketch must be filled and the biographical sketch must be in English.
- F. Letter of co-PI Commitment.** The letter should confirm the scope of the co-PI's involvement in the proposed research.
- G. Letter(s) of Collaboration.** If applicable, a Letter of Collaboration must be uploaded for every collaborator (not Co-PI) listed in Section 7. The letter should confirm the scope of the collaborators' involvement in the proposed research.
- H. 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.
- I. Applicant Eligibility and Compliance Guide.** Please note that this document will not be uploaded onto the platform with your other application materials, and is only provided as a guide to help applicants to ensure their submission meets all eligibility and compliance requirements.
- J. 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.

- K. Appendices.** Appendices are not required and may **ONLY** be used for the following materials. Appendices are not to include 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.**

**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 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 above to attach the new file. **Delete any previously submitted versions of the file before submitting your Application.**

## **SUBMITTING COMPLETE APPLICATION**

- 14. PI DATA SHEET.** Please verify the applicant’s 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.
- 15. SIGNATURE PAGE(S).** In order to ensure that all parties have approved the application, electronic signatures are required from the Applicant/PI, Co-PI and PI Institution’s 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 Application, including attachments.

**NOTE:** Data entered in the online Application 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 Application 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 Application” 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.

**16. 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.

**17. SUBMIT.** After successfully passing the validate check, click the “Submit” link. 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 promptly, in writing, should you decide to withdraw your Application 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 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 the AACR 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](mailto: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](mailto:grants@aacr.org).

## MORE ABOUT THE PARTNERS



The Torrey Coast Foundation is building an ecosystem to transform the gastroesophageal cancer research and treatment landscape. Our aim is to deliver practice changing treatments to the clinic for gastroesophageal cancer patients.



Founded in 1907, the American Association for Cancer Research (AACR) is the world's first and largest professional organization dedicated to advancing cancer research and its mission to prevent and cure cancer. The AACR has more than 60,000 members in 145 countries and territories around the world; 32% percent of members live outside the United States. Twenty-two percent of AACR's international members are located in countries with emerging economies. The AACR offers seven categories of membership to support each aspect of our members' professional development and enhancement in cancer research. In support of the professional development of early-career investigators, no annual dues are required for Associate membership. The AACR marshals the full spectrum of expertise of the cancer community to accelerate progress in the prevention, biology, diagnosis, and treatment of cancer by annually convening more than 30 conferences and educational workshops, the largest of which is the AACR Annual Meeting with more than 22,500 attendees. In addition, the AACR publishes ten prestigious, peer-reviewed scientific journals and a magazine for cancer survivors, patients, and their caregivers. The AACR funds meritorious research directly as well as in cooperation with numerous cancer organizations. As the Scientific Partner of Stand Up To Cancer, the AACR provides expert peer review, grants administration, and scientific oversight of team science and individual investigator grants in cancer research that have the potential for near-term patient benefit. The AACR actively communicates with legislators and other policymakers about the value of cancer research and related biomedical science in saving lives from cancer. For more information about the AACR, visit [www.AACR.org](http://www.AACR.org).