



Making a world of difference in cancer care

2011 ASCO CLINICAL TRIALS PARTICIPATION AWARD

Request for Applications

Last updated September 1, 2010

The ASCO Cancer Foundation

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THE ASCO CANCER FOUNDATION

The ASCO Cancer Foundation supports educational programs of the highest quality in cancer care and prevention; facilitates the dissemination of information about cancer and cancer treatment to patients and their families; and, through its grants program, supports, encourages, and recognizes excellence in clinical research in the field of oncology. For more information visit www.ascocancerfoundation.org.

Purpose

The ASCO Clinical Trials Participation Award is designed to increase the awareness of and participation in clinical trials among physicians through the recognition of quality, community-based clinical research sites

Award Recognition

Clinical Trials Participation Award recipients will be recognized at the 2011 ASCO Annual Meeting in Chicago, Illinois June 3 – 7, 2011. Each recipient will receive a:

- Clinical Trials Participation Award recognition plaque
- Complimentary registration to the 2011 ASCO Annual Meeting
- Travel grant to assist with travel expenses associated with attending the Annual Meeting. In accordance with all ASCO travel grant awards, funds are to be used for hotel accommodations, airfare, train, ground transportation (rental car, taxis, and public transportation), personal auto mileage, parking, and meals.
- \$500 award (The award funds will be paid to the practice, not an individual)

Eligibility Criteria

The Clinical Trials Participation Award eligibility is based on the following criteria:

- Practices must be U.S. based
- Practices must be community-based
- Practice has been conducting clinical research for at least five years
- Practice has not received the CTPA in the past five years
- Practice must have completed an audit
- Practice must have a quality, research program with high-quality audit reports & investigators in good standing
- Research networks may not be nominated. However, nominated practices may belong to one or more research networks

The ASCO Cancer Foundation's Clinical Trials Participation Award Review Subcommittee reserves the right to evaluate and determine applicants' eligibility based on the information and justifications included in the application materials.

Key Dates

Applications Open	September 1, 2010
Application Closes	October 4, 2010
Notification Date	March 2011
ASCO Annual Meeting	June 3 – 7, 2011

Application Process

All applications must be submitted through the Easygrants online application system and should be in accordance with the requirements and instructions of this RFP. The online application will open on **September 1, 2010**. The most up-to-date information, including any updates to the RFP, and the link to the online application, will be posted at www.ascocancerfoundation.org/CTPA. Only applications submitted online will be accepted. To initiate an application through Easygrants, please go to <https://grants.ascocancerfoundation.org>.

If applicants have previously used Easygrants to apply for an ASCO Cancer Foundation grant or through participation on a Foundation review committee, their login information will be the same. If an applicant is a past ASCO/ASCO Cancer Foundation grant recipient, they will already have an Easygrants account and should use the same account.

If an applicant has not previously used Easygrants, they will be required to create an account. Creating an account allows you access to the CTPA application. Please note that applicants are not required to complete the entire application at one time. The application can be saved and returned to until the application deadline at **11:59PM EST on October 4, 2010**. **Once the application has been submitted, edits or revisions cannot be made.**

Please email grants@asco.org for a password reset or questions about initiating the Clinical Trials Participation Award application.

Please note that Easygrants does not allow access of the application from multiple accounts, hence, other team members will have no access to the application from their accounts. However, if the primary applicant would like other team members to work on the application, he/she will have to share his/her username and password.

Phase One: Eligibility Quiz

In order to be eligible for the 2011 Clinical Trials Participation Award, applicants are nominated and invited to apply by invitation only. The eligibility quiz will require applicants to confirm their nomination and receipt of an invitation to apply for this award. Successful completion of the quiz will allow you access to the application.

If you are unable to access the CTPA application after completing the eligibility quiz, please email Grants@asco.org.

Phase Two: CTPA Application

All applications must be submitted in accordance with the requirements and instructions of this RFP. Only online applications submitted through the Easygrants online application system will be accepted.

The full application must be submitted by **11:59PM EST on October 4, 2010**. **No late applications will be accepted.** Applicants are encouraged to submit early because technical assistance will not be available after 5PM EST on October 4, 2010.

Full applications must include the following sections:

- 1) Principle Investigator Contact Information
- 2) Practice Information
- 3) Clinical Trials Participation Form
- 4) Clinical Research Program – Short Answer Questions
- 5) Clinical Trials Affiliations or Memberships

Principle Investigator Contact Information

- Name and Title
- Institution/Practice Name
- Address
- Phone Number
- Email

Please note that primary address, phone, and email are required in the Contact Information form in Easygrants and that the “Primary” box must be checked.

Practice Information

Applicants must provide the following demographic data:

- Practice Demographics
 - Number of Oncologists
 - Years of Clinical Research [**Note: Please enter the number of years your practice has conducted clinical research.**]
 - Oncologists in Clinical Research
 - Percentage Board Certified
 - Percentage Office for Human Research Protection (OHRP) Certified
 - Non-Physician in Clinical Research
 - Percentage Current on Certifications
 - Single Site/Multi-Site Practice
- Population Demographics
 - Total Population of Area Served
 - Percent Urban¹
 - Percent Rural²
 - Ethnicity
 - Age
- Total number of new patients seen by your practice from July 1, 2009 – June 30, 2010
- Total number of clinical trials that were open at your practice from July 1, 2009 – June 30, 2010

¹(Per the US Census Bureau definition: All territory, population and housing units in urban areas, which include urbanized areas and urban clusters. An urban area generally consists of a large central place and adjacent densely settled census blocks that together have a total population of at least 2,500 for urban clusters, or at least 50,000 for urbanized areas. Urban classification cuts across other hierarchies and can be in metropolitan or non-metropolitan areas.)

²(Per the US Census Bureau definition: Territory, population and housing units not classified as urban. Rural classification cuts across other hierarchies and can be in metropolitan and non-metropolitan areas.)

Uploads

Uploads can be in PDF, MS Word, or MS Excel formats although PDF format is preferred to ensure proper conversion. Uploaded documents should not be password protected or they may not convert properly in Easygrants. If you are submitting documents that have been converted to PDF using a scanner, please take the additional step of re-converting these to PDF on your computer before uploading them to this system. This will help reduce any issues relating to PDF conversion or saving. Some popular, free tools for this purpose include PDF Creator (<http://sourceforge.net/projects/pdfcreator/>), PDF ReDirect (http://download.cnet.com/PDF-ReDirect/3000-10743_4-10255233.html?part=dl-6248282&subj=dl&tag=button), and PrimoPDF (http://download.cnet.com/PrimoPDF/3000-18497_4-10264577.html?tag=mncol).

CTPA Clinical Trials Participation Form (Upload – Template Provided in Application)

Applicants are required to provide the practice's clinical trials data over the three year following time period:

Year 2010 = June 30, 2009 – July 1, 2010

Year 2009 = June 30, 2008 – July 1, 2009

Year 2008 = June 30, 2007 – July 1, 2008

The information required includes:

- Total number of new patients seen by your practice;
- Total number of patients enrolled on clinical trials that were open at your practice;
- Number of minority patients seen at your practice and enrolled on clinical trials; and
- Total number clinical trials open at your practice.

Clinical Research Program – Short Answer Questions (Upload – 10 Page Maximum)

Applicants must prepare a short answer to the following:

- List the main challenges your practice faces in conducting clinical research.
- Describe any innovative techniques your practice has implemented to overcome the challenges.
- Describe any innovative techniques your practice has implemented to increase accrual to oncology clinical trials, especially accrual of underrepresented populations in your geographic area such as minorities or elderly populations.
- Describe the quality assurance program implemented at your practice

Please ensure that you include a heading for each of the four sections of your short answers.

Affiliations and Memberships Form (Upload – Template Provided in Application)

Applicants are required to indicate the affiliations or memberships through which you access clinical trials. These affiliations or memberships might include:

- NCI Sponsored Clinical Trials
- NCI Designated Cancer Center(s)
- NCI Sponsored Community Clinical Oncology Program (CCOP)
- NCI Cancer Trials Support Unit
- Other Research Networks
- Industry-Sponsored Trials

Review and Submission

Please review your full application and make any revisions before submitting your application. **You must click the “Submit” button on the Review and Submit page or your application will not be considered.** Please note that once the application has been submitted applicants will not be able to make edits or revisions.

The submitted application must be received before the deadline of 11:59PM EST on October 4, 2010. Please note that applicants are encouraged to submit early as no technical assistance will be available after 5:00PM EST and website traffic may be heavy.

Award Notification

All communications will be sent to the primary email address entered for the applicant. Please confirm that this email address is correct. Please add grants@asco.org to your safe senders list and/or check your spam folder if you are not receiving communications such as document submission notifications, application submission confirmation, etc. Applicants can expect to be notified in March 2011 by email to their primary email address.

General Information

The Easygrants online application website is <http://grants.asco.org>

Please visit www.asco.org/CTPA for the most up-to-date version of the application details and the link to the online application.

For questions, please email grants@asco.org.