



Making a world of difference in cancer care

Long-term International Fellowship (LIFe)

2011 Request for Applications (RFA)

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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.asco-cancerfoundation.org.

Purpose

The Long-term International Fellowship (LIFe) provides early-career oncologists in developing nations the support and resources needed to advance their training by deepening their relationship with a mentor in the United States or Canada. During their one- or two-year Fellowship, the recipient learns valuable training and experience which they will use to effect change in cancer care in their home country. Fellowships are a combination of clinical training and clinical and laboratory research in accordance with institutional rules and regulations. Recipients are expected to return to their home institutions and disseminate the knowledge they have gained.

Fellowships Available

The number of Fellowships in each funding cycle is not predetermined by The ASCO Cancer Foundation (TACF). Fellowships are given based on individual merit and availability of funds.

TACF currently has the following LIFe opportunities available for 2011:

- A one-year Fellowship available for a recipient from any country categorized by the World Bank as Low-Income, Lower-Middle-Income, or Upper-Middle-Income (see Page 11).*
- Additional Fellowships will be added as funding becomes available.

The Fellowship total is \$115,000 USD for one year, and will be paid in two equal installments, six months apart. Any costs in excess of \$115,000 are the responsibility of the host institution.

TACF will administer fundraising and grant distribution for the LIFe program. Funds will be sent from TACF to the U.S. or Canadian institution that is hosting the LIFe recipient at least one month in advance of the Fellowship start date. The host institution will then be responsible for financial management of the fellowship. Any funds not spent on the Fellowship will be returned to TACF.

**Funding for this Fellowship is made possible with support from Amgen.*

Eligibility Criteria

Applicants must meet the following criteria in order to qualify for the Long-term International Fellowship:

1. Must be an Active, Active-Junior, or International Corresponding member of ASCO, or a pending member awaiting acceptance.
2. Must be a physician (MD, DO, or international equivalent) who has completed a subspecialty training program (such as hematology-oncology fellowship or radiation oncology residency) or the equivalent.
3. Must be a citizen of a country categorized by the World Bank as Low-Income, Lower-Middle-Income, or Upper-Middle-Income (see Page 11 for a list of countries).
4. Must have less than 10 years of experience in the field of oncology.
5. Must **not** have received more than one academic year of “formal training” in the United States or Canada (for instance, attended medical school, participated in internships, fellowships, or residency programs).
6. Must commit to returning to their home country following the completion of the Fellowship.
7. Must have a mentor who is an Active ASCO member who is employed at a U.S. or Canadian institution with sufficient infrastructure to provide for a 1- to 2-year fellowship.

Questions about eligibility should be sent via email to international@asco.org.

Key Dates

- August 16, 2010 LIFe application period opens
- October 15, 2010, 11:59 PM EDT..... Deadline to submit LIFe application
- November 2010 Award Notification Date
- To be determined Fellowship begins (Applicant proposes Fellowship start date)

Application

All applications must be submitted in accordance with the requirements and instructions of this Request for Applications (RFA). All application materials must be in English and must be submitted online in the Easygrants system. No paper applications or applications sent by email will be accepted.

Applicants are encouraged to start their application early due to the complexity of the online application process. To initiate an application, go to Easygrants at <https://grants.ascocancerfoundation.org>. If you have previously used Easygrants to apply for an ASCO Cancer Foundation grant, your login information will be the same. If you are a past award recipient, you will already have an Easygrants account and should use that same account. Send email to grants@asco.org if you need your password reset.

The full application must be submitted by **11:59 PM EDT on Friday, October 15, 2010**. **Late or incomplete applications will NOT be accepted**. Applicants are encouraged to submit early because technical assistance will not be available after 5:00 PM EDT on October 15th.

Technical Requirements

EasyGrants

If you already have an Easygrants account, your Login ID is your email address. If you do not have an Easygrants account, applicants will need to register for one on the Easygrants website. This system is separate from the ASCO member database.

Pop-Ups

Easygrants uses pop-up windows to display some files. Please make sure that your Web browser allows pop-ups from Easygrants.

Cookies

Easygrants uses cookies to maintain the session information. Please make sure that your browser and computer can accept cookies from the Easygrants site – [view system requirements](#).

PDF

Easygrants uses PDFs extensively – download the [free Adobe Reader](#).

Important Instructions about Uploads

The application process includes documents that are located in the “Uploads” section of the online application. Some Uploads will be completed by the Applicant, while others will be required of a “Third Party,” including the Applicant’s Home Institution, the Mentor, and the Mentor’s Institutional Approver.

Acceptable formats for these uploads include PDF or MS Word, although PDF is the preferred format in order to ensure proper conversion. There are some free online tools that can assist in converting documents to PDF, including:

- 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
- Primo PDF – http://download.cnet.com/PrimoPDF/3000-18497_4-10264577.html?tag=mncol

2011 LIFe Application

The 2011 LIFe application includes the following mandatory components (see below for a description about each component):

- A. Contact Information
- B. Project Information
- C. Biographical Sketch
- D. Personal Statement
- E. Publications (optional)
- F. Budget
- G. Applicant Agreement
- H. Letter of Recommendation from Home Institution
- I. Fellowship Description from U.S. or Canadian Mentor
- J. Mentor NIH Biosketch
- K. Mentor Agreement
- L. Institutional Approval from Host Institution

A. Contact Information

This section requests general information about the Applicant, including:

- Name
- Position Title (optional)
- Institution
Click the "Select" button, enter the name of your institution in the pop-up window, and click "Find." If you see your institution listed, click "Save." If you do not see the name of your institution, type it again in the box provided.

EIN/Tax ID	Type N/A (using capital letters)
City	Type the city where your institution is located
State/Province	Select N/A in the drop-down list
Country	Select your country in the drop-down list
Type	Select the option that best describes your institution (Academic, Business, Government, or Non-Profit)
- Department (optional)
- Medical Degree/Licensure
Select your degree using the drop-down list. If your degree is not listed, you may select "Other."
- ASCO Member ID
Enter your ASCO member ID number, or your temporary ID number, or write "pending" if you are in the process of submitting a membership application. As stated in the Eligibility Criteria, applicants must be a current member of ASCO, or awaiting acceptance of their membership application.

- Date you completed, or will complete, your final medical subspecialty (oncology) training program
- Date did you began your initial full-time faculty appointment
Check the “N/A” box
- Address
Click the “Add” button to enter your address. Check the “Primary” box if this is your preferred mailing address. You may enter more than one address (for example, a business address and a home address), but you must check the “Primary” box for one of the addresses.
- Phone and Fax
Click the “Add” button to enter your phone number. Check the “Primary” box if this is your preferred phone number. You may enter more than one number (for example, a business number and a mobile number), but you must check the “Primary” box for one of the numbers.
- Email
Click the “Add” button to enter your email address. Check the “Primary” box if this is your preferred email address. You may enter more than one email (for example, a business email and a home email), but you must check the “Primary” box for one of the email addresses.

B. Project Information

This section requests general information about the fellowship project being proposed, including:

- **Project Title**
Provide a short descriptive title of the research project that you will be working on.
- **Brief Project Description/Abstract**
Provide a brief abstract of the research project.
- **Subject Area**
Select one Subject Area from the drop-down list that best describes your research project.
- **Focus Area(s)**
Scroll through the list to find additional subject areas that may apply to your project, then click the “Add” button to select each subject. You may add several subject areas, but at least one area is required.
- **Grant Assurances**
Indicate whether there will be any use of animal and/or human subjects in the research project. If you select “No”, you may leave the rest of the section blank and continue to the next section.

C. Biographical Sketch

In the “Uploads” section, click the “LIFe – Biosketch” link to download a template for your biographical sketch. You will need to enter information about your Education/Training and Work Information. If you have no published articles, you may enter “N/A” in Section B. If you have no research experience, you may enter “N/A” in Section C.

D. Personal Statement

In the “Uploads” section, click on the “LIFe – Personal Statement” link to download a template for your Personal Statement. Type the “Title” of your proposed fellowship/research project (use the same title as above in “Section B. Project Information”).

You and your mentor should decide when your 1- or 2-year fellowship will begin. Enter the proposed start and end dates on this form.

Provide a description for the following three sections:

- Your **background** in the area of your proposed fellowship.
- How the activities proposed in the Fellowship and research project address a **need** in your home country, and how the Fellowship will **benefit** your home institution and cancer care in your country.
- Your relationship with your mentor, and why you have chosen him/her for the LIFe fellowship.

E. Publications

This section is optional. If you have any published articles, you may enter them here. If you already listed your publications in “Section C. Biographical Sketch,” you do NOT need to list them here.

F. Budget

The Fellowship funds will be directed to the sponsoring institution and should be used towards salary support, research costs, travel, etc., which are necessary for the pursuit of the recipient’s fellowship project. Some budget guidelines include:

- **Total Award:** The award total is \$115,000 USD for one year, and will be paid in two equal installments, six months apart. Any costs in excess of this amount are the responsibility of the mentor’s institution. If a 2-year fellowship is being proposed, the expenses for the 2nd year will be the responsibility of the mentor’s institution. The proposed budget must not exceed the total award amount.
- **Fringe Benefits:** Fringe Benefits (for example, health insurance, life insurance, disability coverage, paid vacation time, paid holidays, retirement plans, etc.) should be estimated at 25% of the budgeted salary.
- **Research Support:** Approximately \$20,000 should support costs directly related to the research project such as personnel salary, supplies, equipment, and other expenses. Budgeted items must be consistent with available institutional facilities and resources. Patient care costs that are reimbursable by a third-party payor, and tuition and fees for academic courses are unallowable costs.
- **Travel:** Funds should be allotted specifically for the Applicant’s travel between his/her home country and the institution in the United States or Canada where the Fellowship will be carried out, as well as travel expenses for attendance at ASCO’s Annual Meeting. Attendance is mandatory at the ASCO Annual Meeting in June 2011. The applicant may also wish to attend the Annual Meeting that is held the following year – this decision should be made jointly by the applicant and mentor.
- **Indirect Costs:** Approximately 15% of the total Direct Costs should be allocated for institutional overhead or F&A (Facilities and Administrative) costs.

Following is a sample budget:

<u>Direct Costs</u>	<u>Amount (\$ USD)</u>	
Salary	\$60,000	
Fringe Benefits	\$15,000	<i>(or 25% of salary)</i>
Research	\$20,000	
Travel	\$5,000	<i>(This can be increased if you wish to attend two ASCO Annual Meetings – the meeting held before your fellowship begins + the meeting held the following year.)</i>
Other Expenses	\$0	
Subtotal Direct Costs	\$100,000	

Indirect Costs

Institution Overhead	\$15,000	<i>(or 15% of Subtotal Direct Costs)</i>
TOTAL COSTS	\$115,000	<i>(Direct Costs + Institution Overhead)</i>

Make sure the TOTAL COSTS add up to \$115,000.

G. Applicant Agreement

In the “Uploads” section, click on the “LIFe – Applicant Agreement” link to download the Applicant Agreement. Print the document, sign and date the agreement, and upload it to the Easygrants system.

H. Letter of Recommendation (to be completed by the Applicant’s Home Institution)

During the application process, applicants will be requested to provide contact information for the person (“Reference”) at their home institution who will submit a letter of support. The applicant should be prepared with the Name of the Reference person who will write the letter (should be the Applicant’s superior, Department Chair, or Institution Director), their Phone Number, Email Address, and ASCO Member ID (if applicable).

After following the instructions for providing this information, the Reference person will receive an email with a personalized Easygrants login and password, and instructions about how to submit their letter of recommendation. The letter should include the following three elements:

- Explicit support for the Applicant’s participation in the Fellowship.
- A description of how the Applicant’s proposed research project will impact the institution.
- A commitment to the Applicant’s future employment at the institution following the completion of the Fellowship.

I. Fellowship Description (to be completed by the U.S. or Canadian Mentor)

During the application process, applicants will be requested to provide contact information for their Mentor. Please be prepared with the Mentor’s Name, Phone Number, Email Address, and ASCO Member ID (if known). After following the instructions for providing this information, the Mentor will receive an email with a personalized Easygrants login and password, and instructions about how to complete their section of the application.

Mentors must provide a description of the proposed Fellowship, including educational opportunities to be provided, an abstract of the proposed scientific project, a description of the institution where the Fellowship will take place, and information about the Mentor's relationship with the Applicant.

J. Mentor NIH Biosketch (to be completed by the Mentor)

The mentor will be instructed to upload an up-to-date copy of their NIH Biosketch to the Easygrants system.

K. Mentor Agreement (to be completed by the Mentor)

The mentor will be instructed to download and print the Mentor Agreement, agree to the terms of the Fellowship, sign and date the agreement, and upload it to the Easygrants system.

L. Institutional Approval (to be completed by the Institutional Approver at Host Institution)

During the application process, applicants will be requested to provide contact information for the Institutional Approver at their Mentor's or host institution. The Institutional Approver is the authorized official who will certify that all information is complete and accurate, and approves the Fellowship application before it can be submitted. This person is normally from the institution's Office of Sponsored Research.

Applicants will need to contact their Mentor to request the Name, Phone Number, and Email address of the Institutional Approver. After following the instructions for providing this information, the Institutional Approver will receive an email with a personalized Easygrants login and password, and instructions about how to complete their section of the application.

****Important – The Institutional Approver should NOT be notified until ALL sections of the application are complete, including: (1) your Mentor's section of the application; and (2) the letter of recommendation from the Applicant's Home Institution!**

Review & Submit

After all sections of the application are completed, including: (1) Applicant information and uploads; (2) submission of the Letter of Recommendation by the Applicant's Home Institution; (3) Mentor information and uploads; and (4) Institutional Approval, the Applicant will receive an email with instructions to Review and Submit the completed application.

The application can be submitted only if the Status of the application indicates all green check marks (✓). Applicants may ignore the yellow attention marks (ⓘ) under the Publications section. The **Submit** button will not appear until all sections are completed. Once submitted, no changes can be made to the application.

All applications must be submitted by **11:59PM EDT on October 15, 2010**. Applicants will NOT be able to access the Easygrants system after this deadline.

Selection Process

Applications are reviewed for completeness, and selection is made by the LIFe Working Group, which consists of current and/or former members of The ASCO Cancer Foundation Grants Selection Committee and current and/or former members of ASCO's International Affairs Committee. Selection will be made using the following criteria:

- High level of oncologic need in applicant's home country.
- Strong merit and potential of applicant including clinical training, board certification, scholarly activity, and limited training (less than one academic year) in the U.S. or Canada.
- Fellowship plan which includes didactic opportunities (tumor board, research meetings) and clinical shadowing experience.
- An applicable, achievable, and publishable research project.
- Support from the home institution including ability to assist the applicant with implementing the results of the research project and to continue researching in the area of interest.
- A host with strong academic and professional status and a background in the area of fellowship research focus who agrees to provide appropriate supervision to the applicant over the course of the fellowship.
- A host institution with applicable academic focus, accreditation, and an active clinical fellowship program.

Award Notification

All applicants will be notified of their selection status by the end of November 2010. The selected Awardee will have five (5) days to decide whether (s)he will accept or decline the Fellowship. In the event an Awardee declines the Fellowship, an alternate will be contacted and offered the Fellowship. All Award decisions are communicated via email and are final.

**World Bank List of Countries Classified As
Low-Income, Lower-Middle-Income, and Upper-Middle Income**

If your country is not listed below, you do not meet the criteria for the Long-term International Fellowship, and you may not apply for the 2011 LIFe program.

Low-Income Countries

Afghanistan	Eritrea	Lao PDR	Rwanda
Bangladesh	Ethiopia	Liberia	Sierra Leone
Benin	Gambia, The	Madagascar	Solomon Islands
Burkina Faso	Ghana	Malawi	Somalia
Burundi	Guinea	Mali	Tajikistan
Cambodia	Guinea-Bissau	Mauritania	Tanzania
Central African Rep.	Haiti	Mozambique	Togo
Chad	Kenya	Myanmar	Uganda
Comoros	Korea, Dem. Rep.	Nepal	Zambia
Congo, Dem. Rep.	Kyrgyz Republic	Niger	Zimbabwe

Lower-Middle-Income Countries

Angola	Georgia	Moldova	Swaziland
Armenia	Guatemala	Mongolia	Syrian Arab Republic
Belize	Guyana	Morocco	Thailand
Bhutan	Honduras	Nicaragua	Timor-Leste
Bolivia	India	Nigeria	Tonga
Cameroon	Indonesia	Pakistan	Tunisia
Cape Verde	Iraq	Papua New Guinea	Turkmenistan
China	Jordan	Paraguay	Tuvalu
Congo, Rep.	Kiribati	Philippines	Ukraine
Côte d'Ivoire	Kosovo	Samoa	Uzbekistan
Djibouti	Lesotho	São Tomé and Príncipe	Vanuatu
Ecuador	Maldives	Senegal	Vietnam
Egypt, Arab Rep.	Marshall Islands	Sri Lanka	West Bank and Gaza
El Salvador	Micronesia, Fed. States	Sudan	Yemen, Rep.

Upper-Middle-Income Countries

Albania	Colombia	Libya	Romania
Algeria	Costa Rica	Lithuania	Russian Federation
American Samoa	Cuba	Macedonia, FYR	Serbia
Antigua & Barbuda	Dominica	Malaysia	Seychelles
Argentina	Dominican Republic	Mauritius	South Africa
Azerbaijan	Fiji	Mayotte	St. Kitts and Nevis
Belarus	Gabon	Mexico	St. Lucia
Bosnia & Herzegovina	Grenada	Montenegro	St. Vincent & Grenadines
Botswana	Iran, Islamic Rep.	Namibia	Suriname
Brazil	Jamaica	Palau	Turkey
Bulgaria	Kazakhstan	Panama	Uruguay
Chile	Lebanon	Peru	Venezuela, RB