



Making a world of difference in cancer care

2011 CAREER DEVELOPMENT AWARD

REQUEST FOR PROPOSALS

The ASCO Cancer Foundation

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Last Updated: July 1, 2010

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 Career Development Award (CDA) provides funding to clinical investigators who have received their initial faculty appointment to establish an independent clinical cancer research program. The ASCO Cancer Foundation welcomes application submissions in all oncology subspecialties.

Funding Available

The total award amount is \$200,000 payable on July 1 in annual increments of \$66,666 over three years. The number of CDA grants in each funding cycle is not predetermined by The ASCO Cancer Foundation. Awards are given based on individual merit and availability of funds.

Eligibility Criteria

The Career Development Award is intended to support proposals with a clinical research focus. ASCO's definition of clinical research is "hypothesis-driven research that employs measurements in whole patients or normal human subjects, in conjunction with laboratory measurements as appropriate, on the subjects of clinical biology, natural history, prevention, screening, diagnosis, therapy, or epidemiology of neoplastic disease" (*Journal of Clinical Oncology*, Vol. 14, No. 2, 1996 pp. 666-670). Proposals must have a patient-oriented focus including a clinical research study involving human subjects. Proposals with a predominant focus on in vitro or animal studies (even if clinically relevant) are not allowed. Project proposals should have measurable outcomes during the three year grant period.

Applicants must meet the following criteria:

- Be a physician (MD, DO, or international equivalent with explanation) working in any country who is in the first to third year of a full-time, primary faculty appointment in a clinical department at an academic medical institution at the time of grant submission. If there are questions regarding whether the potential applicant is at the correct career stage, it is encouraged to send an email to grants@asco.org for clarification and eligibility verification.
- Applicants holding Instructor/Lecturer appointments are eligible to apply; however, the institutional letter of support must include information about the institution's commitment to support the applicant for the duration of the grant period.
- Have completed productive postdoctoral research and demonstrated the ability to undertake independent investigator-initiated clinical research.
- Be an active member of ASCO or have submitted a membership application with the grant application.
- Be able to commit more than 50% of full-time effort in research (applies to total research, not just the proposed project) during the award period.
- Have a mentor from the sponsoring institution who must provide an institutional letter of support. If the mentor is not an active ASCO member, a supporting letter from an active ASCO member must be included. Eligible physicians are allowed to hold only one grant from The ASCO Cancer Foundation at a time.

- Should not have any existing career development awards (ie. K23, K08, or any other type of career development award) and have not been a Principal Investigator on any large project grants (ie. R01 or international equivalent, or private foundation grants). Past recipients of training fellowships (ie. Young Investigator Award or an F32 grant) are eligible. If there are questions regarding eligibility associated with previous and current grants received, it is encouraged to send an email to grants@asco.org for clarification.
- Be up-to-date and in compliance with all requirements (e.g. progress reports, final reports, budget summaries, IRB approvals, etc.) of any past grants received from The ASCO Cancer Foundation.

The ASCO Cancer Foundation Grants Selection Committee reserves the right to evaluate and determine applicants' eligibility based on the information and justifications included in the application materials.

Key Dates

Online Applications Open: **July 1, 2010**
Full Applications Due: **September 21, 2010**
Notification Date: **April 2011**
Award Term: **July 1, 2011 - June 30, 2014**

Application Process

All applications must be submitted in accordance to the requirements and instructions of this Request for Proposals (RFP). 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 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 should be the same. If an applicant is a past YIA recipient, they will already have an Easygrants account and should use that same account. Email grants@asco.org if you need your password reset.

The full application must be submitted by **11:59PM EDT on September 21, 2010. No late applications will be accepted.** Applicants are encouraged to submit early because technical help will not be available after 5PM EDT on September 21st.

Applications must include the following **mandatory** components:

1. Contact Information
2. Project Information (includes Abstract, IRB and Animal Use Assurances)
3. Personal Statement
4. Applicant's Biosketch
5. Research Plan
6. Cited References
7. Budget and Justification
8. Mentor's Biosketch
9. Mentor's Letter of Support
10. Institutional Letter of Support from Department Chair or Dean
11. Institutional Approval Face Sheet Signed by the Institutional Approver

The following are **optional** components:

1. Clinical Protocol (strongly encouraged to attach this document)
2. Prior Publications
3. Sponsor's Biosketch (required if mentor is not an ASCO member)
4. Sponsor's Letter of Support (required if mentor is not an ASCO member)

Important Instructions about Uploads. Some sections will be uploaded documents in the "Uploads" portion of the online application or uploaded by the mentor or institutional approver. 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. 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).

Contact Information. This section includes the following information about the applicant:

- Name
- Contact Information
- Institution
- Degree
- Final Subspecialty Training Completion Date
- Faculty Appointment Start Date
- ASCO Member ID (Enter the Temporary ASCO ID or “Pending” if submitting a membership application with the grant application)

Project Information. This section includes the following information about the proposed project:

- Project title
- Subject area
- Research focus area(s)
- Assurances for use of human and/or animal subjects in the research proposal
- Abstract – a brief abstract of the research proposal must be entered (<350 words)

Personal Statement. Short answers to the personal statement questions found in the template in the online application must be submitted. Questions are related to the applicant’s career plan and role in the proposed research study. Answers should describe the applicant’s career development plan and should include how the CDA would favorably impact the applicant’s career, if received. Answers have no specific word limit but should be brief and concise.

Applicant’s Biosketch. Applicants may use their current NIH biosketch if they have one available or they may use the biosketch template provided in the online application. The biosketch must have no more than four pages.

Research Plan. The research plan should be limited to six (6) typewritten, single-spaced pages, with one-inch margins and 11 point Arial font type. ALL pertinent tables, pictures, and graphs MUST be included within the 6-page limit.

The research plan must contain the following information:

- Specific Aims: The specific aims should state concisely and realistically what the research intends to accomplish and/or what hypothesis is to be tested, and should list measurable objectives for the proposed project.
- Significance and Background: Explain the proposal in terms of its significance, reviewing any previous work and current status of related research, should describe any preliminary work completed that led to the proposed research, should state the rationale behind the approach, and should include the long-term goals and implications of possible results.

- **Experimental Design/Brief Methods of Procedure:** Provide condensed details of the proposal including nature of subject, sampling data collection procedures, experimental methods and type of data expected. The applicant's role in the project (i.e. writing of protocol, performing the assays, etc.) should be clearly stated. A timeline should be included to demonstrate what outcomes will be achieved during the grant award period. When human subjects are involved, the precautions to ensure patient safety and confidentiality and the relevance or implications for patient care should be explained. In addition, a description of the facilities and resources available to conduct the study should be mentioned, including a description of industry support for any clinical trials.
- **Statistical Analysis:** A statistical plan is required for all applications. Laboratory-based research proposals should also include statistical details or justify why they are not needed. Applications will be reviewed by a biostatistician and it is recommended that you consult with a biostatistician. This section should include procedures for data analysis and interpretation, and appropriate statistical considerations. Please consider the proposal's objective, the proposed endpoints and whether they are consistent with the study objective, justification of sample size, and appropriate methods for data analysis.

Cited References. A list of cited references in the Research Plan should be uploaded as a separate document in the Uploads section.

Budget and Justification. The award funds will be directed to the sponsoring institution and should be used towards salary support, supplies, equipment, travel, etc. necessary for the pursuit of the recipient's research project. Award funds may not be applied to patient care costs that are reimbursable by a third-party payor. The budget must be directly entered into budget section of the online application. Budget justification for the entire project period must be entered for each line item requested in the "Notes" section.

The budget guidelines are as follows:

- **Total Award:** The total award amount is \$200,000 payable on July 1 in annual increments of \$66,666 over three years. The total cost requested per year should not exceed \$66,666.
- **Research support:** At least \$59,966 per year 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, tuition fees, and other fees for academic courses are unallowable costs.
- **Travel:** Up to \$2,500 per year should be allotted specifically for the applicant's travel to the annual meeting and for any other travel essential to conducting the study. Attendance is mandatory at the ASCO Annual Meeting in June 2011 immediately following acceptance of the grant.
- **Indirect costs:** Up to \$4,200 per year (or 6.3% of the yearly total award amount) may be applied to overhead or facilities and administrative costs of the recipient's institution in administering the recipient's research project.

Mentor's Biosketch and Letter of Support. The mentor's contact information must be entered in the online application. When the "Notify" button is clicked, an email will be sent to the mentor containing

login information and a message indicating that the following supporting documents must be uploaded for the application:

- Mentor's Biosketch. Mentors may use their current NIH biosketch if they have one available or they may use the biosketch template provided in the online application. The biosketch must have no more than four pages.
- Letter of Support. This should include the following information:
 - Confirmation that the applicant is within the first three years of a full-time, faculty appointment
 - A critical review of both the applicant and the research proposal
 - The role(s) or anticipated role(s) the applicant holds (will hold) at the institution
 - The level of institutional commitment to the applicant's career development as an independent clinical investigator
 - Assurance that the applicant's sponsoring institution will provide adequate facilities and support for performance of the proposed work
 - Intended structure of the mentor/investigator interaction during the proposed investigation

A mentor is strongly encouraged to have no more than two mentees applying for the Young Investigator Award and/or Career Development Award for this funding cycle. No more than two mentees from a single mentor will be funded in a given year.

When the mentor has uploaded the required supporting documents, an email will be sent to the applicant confirming that this task has been completed. The applicant will not be able to view these documents. All supporting documents must be received before the applicant will be able to submit the application.

* If the mentor is an active ASCO member, the applicant is not required to select a sponsor.

Sponsor's Biosketch and Letter of Support. If the mentor is NOT an active ASCO member, a sponsor who is an active ASCO member must be selected. The sponsor contact information must be entered in the online application. When the "Notify" button is clicked, an email will be sent to the sponsor containing a login information and message indicating that the following supporting documents must be uploaded for the application:

- Sponsor's Biosketch. Sponsors may use their current NIH biosketch if they have one available or they may use the biosketch template provided in the online application. The biosketch must have no more than four pages.
- Letter of Support. This should include the following information:
 - Confirmation that the applicant is within the first three years of a full-time, faculty appointment
 - A critical review of both the applicant and the research proposal
 - The role(s) or anticipated role(s) the applicant holds (will hold) at the institution

- The level of institutional commitment to the applicant's career development as an independent clinical investigator
- Assurance that the applicant's sponsoring institution will provide adequate facilities and support for performance of the proposed work

When the sponsor has uploaded the required supporting documents, an email will be sent to the applicant confirming that this task has been completed. The applicant will not be able to view these documents. All supporting documents must be received before the applicant will be able to submit the application.

Institutional Letter of Support. A letter from the Department Chair or Dean at the sponsoring institution where the applicant's research project will be conducted must be provided. This letter must include a statement of institutional support that will enable the applicant to perform the proposed research.

Supporting Documentation (Additional Uploads). This section may be used to upload any necessary additional information required to properly review the application (i.e. a letter from a drug company that they will provide the investigational drug, a letter of collaboration from another laboratory providing expertise for this project, etc.). Applicants are encouraged to provide a letter of support for any investigational agents. Due to the limited time given to the reviewers, upload of any documents that are not critical to the review of the proposal or any additional publications is not allowable.

Institutional Approval. The Authorized Official representing the institution of the applicant must approve the completed application (both the project proposal and the budget) before submission. This official is normally from the institution's Office of Sponsored Research.

In this section, the name and contact information of the Institutional Approver must be entered in the online application. Once the application is complete, the "Notify" button should be clicked to send the Institutional Approver an email containing login information and instructions describing how to enter the online system to review and approve the application. If any section of the application is still incomplete, the Institutional Approver should not be notified.

Upon logging in of the Institutional Approver, the completed application in PDF format will be available to view. If the application is approved, the Institutional Approver must upload the completed and signed Institutional Approval Face Sheet. The template of the Institutional Approval Face Sheet is downloadable from the Institutional Approver's Easygrants task. However, if the application is not approved, the Institutional Approver should contact the applicant directly to correct any problems prior to approval.

Upon upload of the completed and signed Institutional Approval Face Sheet, an email will be sent to the applicant confirming that this task has been completed. Subsequently, the applicant must login and submit the completed and approved application. No changes should be made to the application upon obtaining institutional approval.

The completed and approved application must be received on or before the deadline of 11:59 pm EDT on September 21, 2010.

Selection Process

The ASCO Cancer Foundation Grants Selection Committee will select the recipient based on the following criteria:

- A focus on patient-oriented clinical investigation
- Significance and originality of the proposed study and hypothesis
- Appropriateness, feasibility, and adequacy of the proposed experimental design and methodology
- Prior research experience and accomplishments of the applicant during research training
- Quality of the mentor and the plan for mentor interactions with applicant
- Availability of institutional resources to support the proposed project

Award Notification:

All communication 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 April 2011 by email to their primary email address.

For questions, please email grants@asco.org

CHECKLIST

Career Development Award

Mandatory Components

- Contact Information – including ASCO Member ID number
- Project Information – including Abstract (< 350 words), IRB, and Animal Use Assurances
- Personal Statement
- Applicant's Biosketch (4 pages maximum)
- Research Plan (6 pages maximum including tables, pictures, graphs, single spaced, 1 inch margins, Arial, font size 11)
- Cited References
- Budget and Justification
- Mentor's Biosketch (4 pages maximum)
- Mentor's Letter of Support
- Institutional Letter of Support (from Department Chair or Dean)
- Institutional Approval Face Sheet Signed by the Institutional Approver

Optional Components

- Clinical Protocol (It is strongly encouraged to attach this document)
- Prior Publications (maximum of 2; applicant must be one of the authors)
- Supporting Documents from the Sponsor (**required** if Mentor is not an ASCO member)
 - Biosketch (4 pages maximum)
 - Letter of Support