



*Making a world of difference in cancer care*

# **2011 ASCO COMMUNITY ONCOLOGY RESEARCH GRANT**

## **Request for Proposals**

Last updated August 17, 2010

### **The ASCO Cancer Foundation**

2318 Mill Road, Suite 800

Alexandria, VA 22314

[Grants@asco.org](mailto:Grants@asco.org)

### **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](http://www.ascocancerfoundation.org).

## Purpose

The ASCO Community Oncology Research Grant is designed to provide funding to quality, U.S., community-based practices to support efforts to enhance their clinical trials programs. Areas of improvement are based on the [American Society of Clinical Oncology Statement on Minimum Standards and Exemplary Attributes of Clinical Trial Sites](#) (*Journal of Clinical Oncology*, May 20 2008).

## Funding Available

The maximum award amount is \$30,000 for one year, payable on July 1 in one installment. The number of Community Oncology Research Grants in each funding cycle is not predetermined by The ASCO Cancer Foundation and will depend upon availability of funds and the merit of the application received. The ASCO Cancer Foundation reserves the right to award less than the amount requested.

The award funds will be paid to the practice, not an individual member, and must be used solely for the project detailed in the grant proposal and budget.

## Eligibility Criteria

The Community Oncology Research Grant eligibility is based on the following criteria:

- Practices must have at least one active-status member of the American Society of Clinical Oncology (ASCO) involved in the research program;
- Practices must have at least one member of [ASCO State/Regional Affiliate Program](#) involved in the research program;
- Practices must meet applicable requirements for a quality clinical trials site, including compliance with the International Conference on Harmonisation (ICH) Good Clinical Practice (GCP) standards, the accepted international ethical and scientific quality standard for designing, conducting, recording, and reporting trials; and
- Practices must have high-quality audit reports and investigators in good standing.

**The ASCO Cancer Foundation's Community Oncology Research Grant Review Subcommittee reserves the right to evaluate and determine applicants' eligibility based on the information and justifications included in the application materials.**

## Key Dates

Full Online Applications Open	<b>August 18, 2010</b>
Full Online Application Closes	<b>October 18, 2010</b>
Notification Date	<b>March 2011</b>
Award Period	<b>July 1, 2011 – June 30, 2012</b>

## **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 **August 18, 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/CORG](http://www.ascocancerfoundation.org/CORG). 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 CORG application. Please note that applicants are not required to complete the entire application at one time. The grant application can be saved and return to until the application deadline at **11:59PM EST on October 18, 2010**. **Once the grant application has been submitted, edits or revisions cannot be made.**

Please email [grants@asco.org](mailto:grants@asco.org) for a password reset or questions about initiating the Community Oncology Research Grant 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 grant application, he/she will have to share his/her username and password.*

### **Phase One: Eligibility Quiz**

The Community Oncology Research Grant eligibility quiz has been created to assist you in determining whether or not you are eligible to apply for this grant. Successful completion of the quiz will allow you access to the grant application.

If you answer the questions and are unable to access the application, it is likely that your practice does not meet the eligibility criteria. If you feel that your practice meets the eligibility criteria as outlined in this RFP, please email [Grants@asco.org](mailto:Grants@asco.org).

### **Phase Two: Full Proposal**

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 18, 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 18, 2010.

Full applications must include the following sections:

- 1) Principal Investigator Contact Information
- 2) Practice Information
- 3) ASCO and State Affiliate Membership
- 4) Project Information
- 5) Timeline and Deliverables
- 6) Exemplary Attributes
- 7) Project Objectives
- 8) Assessment Plan
- 9) Clinical Trials Participation Form
- 10) Project Budget
- 11) Clinical Trials Affiliations or Memberships

### **Principal Investigator Contact Information**

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

### **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 Urban<sup>1</sup>
  - Percent Rural<sup>2</sup>
  - 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

<sup>1</sup>(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.)

<sup>2</sup>(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.)

### **ASCO & State Affiliate Membership**

This section requires the following information as per the CORG eligibility criteria:

- ASCO Member Contact Information
  - Name
  - Role – please select ASCO Member
  - Phone Number
  - Email
  - ASCO Member ID Number (Enter “Pending” or the temporary membership number if submitting a membership application with your grant)
  
- ASCO State/Regional Affiliate Member Contact Information
  - Name
  - Role – please select State Affiliate Member
  - Phone Number
  - Email
  - Please enter N/A in the field for ASCO Member ID

Please note that the CORG application requires a Letter of Support from the ASCO and ASCO State/Regional Affiliate Member(s). The member(s) will be contacted via email with instructions on how to upload the Letter of Support. **Please ensure that the contact information that you provide is correct.**

The Letter of Support will require the:

- ASCO Member to provide:
  - Confirmation of ASCO Member ID Number
  - Attestation of support for the grant application
  
- ASCO State/Regional Affiliate Member to provide:
  - Statement confirming that he/she is a member of an ASCO State/Regional Affiliate (Please note that the [State/Regional Affiliate organization](#) must be specified.)
  - Attestation of support of the grant application

### **Project Information**

This section requires the following information:

- Project Title (Limit 300 characters)
- Brief Project Description/Abstract (Limit 350 words)
- Exemplary Attribute(s) selected for grant project
- Project Objective (At least one project objective is required)

### **Project Timeline and Deliverables**

- Milestone/Activity
- Description (Optional)
- Expected Date

*Please note that project timeline must include dates for the six-month progress report and the final report. Also, deliverables will be due within 30 days of the end of the grant period.*

## 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](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](http://download.cnet.com/PrimoPDF/3000-18497_4-10264577.html?tag=mncol)).

### Exemplary Attributes (Upload – Three page maximum)

Applicants are required to upload a description of the current status of your practice related to each Exemplary Attribute(s) selected for improvement in the CORG application. As a guide, listed below are the seven Exemplary Attributes with a brief description of each:

<p><b>Diversification of the Clinical Trial Mix</b> Expand the diversity of trials available at the site by offering additional:</p> <ul style="list-style-type: none"> <li>• Treatment Phases, e.g., Phases I – III trials;</li> <li>• Treatment types to reflect diversity of the patient population, e.g., more diversified disease portfolio or broader mix of surgery, radiotherapy and chemotherapy trials; or</li> <li>• Other types of trials, including prevention, quality of life, symptom control and correlative trials.</li> </ul>
<p><b>High Accrual Activity</b> Increase accrual activity in the practice to a specified level, with a particular focus on underrepresented populations</p>
<p><b>Participation in the Clinical Trial Development Process</b> Collaborate in the development and implementation of clinical trials with an affiliated academic center, cooperative group and/or trial sponsor. Examples might include:</p> <ul style="list-style-type: none"> <li>• Serving as the local principal investigator (PI);</li> <li>• Participating in the development of a protocol;</li> <li>• Attending research meetings of the trial sponsor; or</li> <li>• Volunteering as an active member on trial oversight committees.</li> </ul>
<p><b>Maintenance of High Educational Standards</b> Increase investigator and research staff education and training, such as:</p> <ul style="list-style-type: none"> <li>• Supporting the certification of clinical trials associates and coordinators</li> <li>• Encouraging continuing education for the investigator and the research staff on Good Clinical Practice (GCP) guidelines and regulatory issues</li> </ul>
<p><b>Quality Assurance</b></p> <ul style="list-style-type: none"> <li>• Implement an internal quality assurance program including routine self-audits, modification of existing Standard Operating Procedures (SOPs) or implementation of new SOPs for issues identified during the internal QA process.</li> <li>• Implementation of programs of corrective action.</li> <li>• Implement the use of electronic health records in conjunction with electronic case report forms to ensure the accuracy of data collection.</li> </ul>
<p><b>Multidisciplinary Involvement in the Clinical Trials Process</b> Increase involvement of both specialty physicians and non-physicians to include:</p> <ul style="list-style-type: none"> <li>• Developing a plan to enhance participation of other physicians as investigators, e.g., radiation oncology, surgery and its sub-specialties, pathology, radiology, and primary care physicians.</li> <li>• Coordination and involvement with other specialties such as primary care, clinical pharmacists, psychologists, clinical research coordinators, and nurses to assist in patient recruitment and follow-up on prevention and survivorship studies.</li> </ul>
<p><b>Clinical Trials Awareness Program</b> Implement a program to increase awareness about clinical trials in both the lay and physician community and evaluate the effectiveness of the program on a periodic basis and adapt to the changing needs of the site and the community.</p>

For more information about the Exemplary Attributes please review the [American Society of Clinical Oncology Statement on Minimum Standards and Exemplary Attributes of Clinical Trial Sites](#) or visit the [ASCO Clinical Trials Resources webpage](#).

**Project Objectives (Upload – Two page maximum)**

Describe how accomplishing the project objectives will impact the attributes selected for improvement.

**Assessment Plan (Upload – Two page maximum)**

Describe your assessment plan and explain how your practice intends to evaluate the success of the project and its outcomes. The Assessment Plan should also describe the overall impact to the clinical research enterprise at your practice.

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

Applicants are required to provide the practice's clinical trials data, including:

- 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;
- Total number of patients your practice enrolled on clinical trials from July 1, 2009 – June 30, 2010; and
- The type(s) of cancer treated at your practice.

**Budget and Justification (Upload – Budget Template Provided in Application)**

All funds will be paid directly to the practice.

Applicants must upload a detailed budget for the grant year including expenses and other revenue sources (e.g., matching funds or in-kind support), for the proposed grant project and activities. Applicants must clearly demonstrate the association between their implementation plan and budget. Budgets will be carefully reviewed to ensure that costs are directly related to the project.

The following limitations apply to all budgets:

- Grant amount cannot exceed \$30,000.
- No more than \$1,500 can be used for travel, including the ASCO Annual Meeting; and no more than \$2,500 for indirect or overhead costs.
- Justification for each item listed is required. Costs that are not justified will be denied.

The ASCO Cancer Foundation reserves the right to modify project budgets.

### **Clinical Trials Affiliations/Memberships (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

### **Affiliation/Membership Letters**

Applicants are required to upload a letter from each of the affiliations or memberships that provide access to the clinical trials stating that you are a practice in good standing. **Please note: Affiliation/membership letters must be submitted on the clinical trials sponsor's letterhead and dated on or after May 1, 2010.**

### **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 grant 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 18, 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](mailto: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.

### **Progress Reports**

Recipients will be responsible for submitting a six-month, 12-month and 18-month report summarizing the project activities, detailing allocation of funds, and measuring the outcome of the grant project.

### **General Information**

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

Please visit [www.ascocancerfoundation.org/CORG](http://www.ascocancerfoundation.org/CORG) 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](mailto:grants@asco.org).