



The ASCO Cancer Foundation® Improving Cancer Care Grant, funded by Susan G. Komen for the Cure®

2011 REQUEST FOR PROPOSALS

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.

SUSAN G. KOMEN FOR THE CURE®

Nancy G. Brinker promised her dying sister, Susan G. Komen, she would do everything in her power to end breast cancer forever. In 1982, that promise became Susan G. Komen for the Cure, which is now the world's largest breast cancer organization and the largest source of nonprofit funds dedicated to the fight against breast cancer with nearly \$1.5 billion invested to date. For more information about Susan G. Komen for the Cure, breast health or breast cancer, visit www.komen.org or call 1-877 GO KOMEN.

Purpose

The ASCO Cancer Foundation® Improving Cancer Care Grant, funded by Susan G. Komen for the Cure®, will provide extramural research funding to address important issues regarding access to cancer care, quality of care, and delivery of care with general applicability to breast cancer. The goal of this program is to encourage multi-disciplinary research that will have a major impact on breast cancer care. This grant opportunity is part of the Susan G. Komen for the Cure/ASCO Cancer Foundation Research Initiative.

Funding Available

Susan G. Komen for the Cure and The ASCO Cancer Foundation expect to award one research grant, totaling \$1.35 million dollars. This money will be distributed as \$450,000 total costs per year over 3 years. Indirect costs will be limited to 25% of total costs.

Research Objectives

The Improving Cancer Care Grants will provide funding for research studies that implement and evaluate new ways to solve major problems in quality of, access to, and delivery of cancer care. Proposals must be focused on developing solutions to current problems, not just describing disparities in care that currently exist. Proposals must be research-focused, with specific aims and hypotheses, not a request for support of a program. Research teams that have previously laid the groundwork in these areas by describing existing problems are particularly encouraged to submit proposals to implement and study potential solutions.

Project proposals are not required to focus on breast cancer, but the study findings must have general applicability to breast cancer care.

Areas of major interest may include, but are not limited to:

- Evaluating programs to increase access to and delivery of care for individuals who face geographical and/or economic barriers, e.g., populations in rural areas or limited socio-economic regions within an urban environment
- Testing new models of care for the underinsured or uninsured, including the rapidly-emerging, acutely uninsured population resulting from the current economic conditions
- Research on reducing the cost of care, such as study and evaluation of co-payment assistance programs
- Implementing and evaluating programs to address workforce shortages, including but not limited to collaborating with non-physician practitioners, implementing patient support group models, or using strategies to retain oncologists in the workforce
- Studies on improving workforce education and training including preparing for community-based practice, infusing tactics for collaborative team-based care, practicing in shortage areas, and increasing guideline adherence
- Research addressing survivorship care: What kinds of models are effective to ensure quality of care for cancer survivors, especially those in under-served areas? What types of education programs and workforce training are needed for survivorship care?
- Investigating how to overcome disparities in clinical trial enrollment
- Studying ways to increase health literacy so that underserved populations present at earlier disease stages

Eligibility Criteria

The research teams

- will focus on implementing and/or evaluating new solutions to existing problems in quality of, access to, and delivery of care with general applicability to breast cancer.
- will be led by a single Principal Investigator, who must be an active ASCO member (or have submitted a membership application) with an MD, DO, PhD or equivalent degree.
- will have a multidisciplinary team of investigators that may include clinicians, nurses, pharmacists, statisticians, epidemiologists, information technologists, and other research experts.
- will be allowed to obtain expertise not represented in the core team through consultants and/or sub-contracts.

The ASCO Cancer Foundation is committed to maintaining an objective and independent process for selecting grant recipients. In order to avoid actual, potential, or perceived conflicts of interest, ASCO or ASCO Cancer Foundation Board members, Review Subcommittee Members, or Komen Advisory Group members are not permitted to apply as principal investigators or to have a funded effort on an Improving Cancer Care Grant application.

Key Dates:

Online Application Opens:	July 1, 2010
Required Letter of Intent Due:	September 1, 2010
Full Application Due:	December 21, 2010
Award Term:	July 1, 2011 – June 30, 2014

Application Process – Letter of Intent

All applications must be submitted in accordance with the requirements and instructions of this RFP. All application materials must be in English. The online application for submitting the letter of intent will open on **July 1, 2010**. The most up-to-date information including the RFP and the link to the online application will be posted at www.ascofoundation.org/ICCG.

Only online applications through the Easygrants online application system will be accepted. To initiate an application through Easygrants, please go to <https://grants.ascofoundation.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 that same account. Please email grants@asco.org if you need your password reset.

Please note that the application should initiate from the Principal Investigator's account. There is currently no way for other team members to have access to the application from their accounts. If the PI would like other team members to work on the grant application, they will have to share their username and password.

The Letter of Intent must be submitted by **11:59PM EDT on September 1, 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 1st.

Letters of Intent require the following components:

Principal Investigator Contact Information

- Name and Title of Principal Investigator
- Institution
- Department (if applicable)
- Degree Type
- ASCO Number (Enter "Pending" or your temporary membership number if you are submitting a membership application with your grant application)
- Date that you completed your final subspecialty training program (fellowship, residency, or PhD program)
- Date that you started your initial full-time faculty appointment. Note: A faculty appointment is not required for the Improving Cancer Care Grant. If you do not have a faculty appointment at an academic institution, please click the "N/A" box.
- Contact Information: Address, Phone, and Email. One of each, checked as "Primary", is required.

Research Team Members (include all co-investigators/key project personnel)

For each team member, you must include:

- Role of Team Member
- Full Name
- Email address and phone number

Project Information

This section requires the following information:

- Project Title (<300 characters)
- Abstract (<350 words)
- Subject Area – Choose the subject area that best fits your proposed project
- Research Focus Area(s) – Choose the focus areas that are applicable to your project. You may select as many as you would like. At least one focus area is required.
- Animal Use Assurance – Answer whether your project involves animal use. If yes, please complete the information regarding IACUC approval status.
- Human Subject Assurances – Answer whether your project involves human subject use. If yes, please complete the information regarding IRB approval status.

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. 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).

- 1) **Biosketches** - You must upload NIH-format Biosketches for the Principal Investigator and any Co-Investigators. A biosketch template is available in the online application system, or you may use a pre-existing biosketch. Biosketches cannot exceed 4 pages. In the Uploads section, choose “Biosketch”, click “Upload” and then follow the directions on the Upload Editor page. Repeat this process as many times as needed to upload biosketches for all co-investigators
- 2) **Research Project Overview** - This document should be a description of the goals of the research proposal and an overview of the experimental plan (1-2 pages). This section should include:
 - What is the problem in care that you are trying to solve?
 - What are the specific aims of your research proposal?
 - How will you implement and/or evaluate a potential solution?
 - How will your proposed research improve cancer care?
 - How will the lessons learned be applicable to breast cancer care?
- 3) **Statement of Collaboration** – This is a brief statement outlining the roles of all investigators (1 page maximum).
- 4) **Supporting Documentation (optional)** – Optional section where any necessary supporting documentation may be uploaded. Please respect our reviewers’ time and do not include any information that is not critical to the review of your letter of intent.

Applicants must submit their letter of intent in the online application system by **11:59PM EDT on September 1st, 2010**. Please note that no technical help will be available after 5:00PM EDT and website traffic may be heavy, so applicants are encouraged to submit early.

After review by The Susan G. Komen for the Cure/ASCO Cancer Foundation Research Initiative Grant Review Subcommittee, applicants will be notified about the status of their letter of intent. Only applicants who have submitted an approved letter of intent will be eligible to submit the full proposal. Applicants can expect to be notified by November 1st, 2010. The ASCO Cancer Foundation does not provide reviewer feedback or scores for Letters of Intent.

Application Process – Full Proposal

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

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

Full applications must include the following sections:

- 1) Principal Investigator Contact Information
- 2) Research Team Members
- 3) Project Information
- 4) Biosketches for Principal Investigator and any Co-Investigators
- 5) Research Plan
- 6) References
- 7) Institutional Letter of Support
- 8) Supporting Documentation(Optional)
- 9) Pertinent Prior Publications (Optional)
- 10) Budget and Justification
- 11) Institutional Approval

Principal Investigator Contact Information

- Name and Title of Principal Investigator
- Institution
- Department (if applicable)
- Degree Type
- ASCO Number (Enter “Pending” or your temporary membership number if you are submitting a membership application with your grant application)
- Date that you completed your final subspecialty training program (fellowship, residency, or PhD program)
- Date that you started your initial full-time faculty appointment. Note: A faculty appointment is not required for the Improving Care Care Grant. If you do not have a faculty appointment at an academic institution, please click the “N/A” box.
- Contact Information: Address, Phone, and Email. One of each, checked as “Primary”, is required.

Please note that not all information was carried forward from the letter of intent. You may have to re-enter some information.

Research Team Members (include all co-investigators/key project personnel)

Research Team Members may be changed from the original Letter of Intent submission if the project goals remain the same and the change is justified in the project proposal narrative.

For each team member, you must include:

- Role of Team Member
- Full Name
- Email address and phone number

Project Information

This section is carried forward from the Letter of Intent. Minor changes may be made, but project goals should remain the same.

This section requires the following information:

- Project Title (<300 characters)
- Abstract (<350 words)
- Subject Area – Choose the subject area that best fits your proposed project
- Research Focus Area(s) – Choose the focus areas that are applicable to your project. You may select as many as you would like. At least one focus area is required.
- Animal Use Assurance – Answer whether your project involves animal use. If yes, please complete the information regarding IACUC approval status.
- Human Subject Assurances – Answer whether your project involves human subject use. If yes, please complete the information regarding IRB approval status.

Note: If you are awarded a grant, The ASCO Cancer Foundation will confirm that all appropriate approvals for Human and Animal Subject Use are in place before the research study begins.

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. 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).

1) Biosketches (including Other Research Support)

You must upload NIH-format Biosketches for the Principal Investigator and any Co-Investigators. Biosketches cannot exceed 4 pages. Biosketches for all investigators must include Other Research Support. A biosketch template is available on the online system, or you may use a pre-existing biosketch. In the Uploads section, choose “Biosketch”, click “Upload” and then follow the directions on the Upload Editor page. Repeat this process as many times as needed to upload biosketches for all co-investigators. Investigators may only have a funded effort on one full application for an Improving Cancer Care Grant.

Please note that biosketches do not carry forward from the letter of intent. All biosketches will need to be uploaded again.

2) Research Plan

Applicants must upload a narrative detailing their research proposal (15 page limit). Research plans should be in 11 point Arial font. Any figures must be included within the page limit. The page limit does not include references. The narrative should include:

- Specific Aims of the Research Proposal
- Background – Include specific data detailing the existing problem in care. Include any preliminary data from your research group.
- Research Plan – Detail the experimental plan of your proposal, including each investigator's role in the project. Include details about your methodology, data analysis, and biostatistics. How will you address this problem? What are the potential outcomes? What are likely pitfalls that you will encounter?
- Discussion of the Project's Potential Impact – How will your proposed research significantly impact cancer care and how is it applicable to breast cancer?

3) Cited References

References cited in the project narrative should be uploaded as a separate document, not subject to the page limit of the narrative.

4) Institutional Letter of Support

The Principal Investigator must upload a letter from the Chair, Head, or Director of his or her Department at the sponsoring institution. If the Applicant is the Chair or Director this letter must come from the appropriate dean or equivalent. If the PI is at a non-academic institution, this letter should come from an employee in senior management (Director, Chairman, etc.).

The letter must contain:

- Description of the applicant's leadership role in relation to the research team.
- Certification that the applicant has sufficient protected research time to successfully lead the research team
- Certification of the institution's commitment to provide the physical facilities and administrative services necessary to conduct the research throughout the award term.

5) Supporting Documentation (Optional)

This section may be used to upload any necessary additional information required to properly review the application (i.e., a budget from a subcontracting institution, a letter from a drug company that they will provide an investigational drug, a letter of collaboration from another laboratory providing expertise for this project, etc.). 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.

Pertinent Prior Publications (Optional)

Up to two prior publications that are relevant to the proposal may be uploaded. The Principal Investigator or a Co-investigator must be one of the authors.

Budget and Justification

All funds will be paid directly to the sponsoring institution. The Principal Investigator must have a position at the sponsoring institution.

In this section, applicants must enter a total budget for each grant year that details:

- Personnel and salary information
- Budget for equipment, supplies, travel, patient care costs, etc.

- Justification for all budget costs. Justification must be entered in the “Notes” section for each line item.
- Totals of any expenses that will be subcontracted to other institutions.

If the proposal includes subcontracts to another institution, each institution must provide an individual budget in addition to the combined total budget. Budgets for subcontracting institutions must include information on indirect costs for the subcontract. The combined total budget should be entered in this section and the individual institution budgets should be uploaded in the “Supporting Documentation” section of the application.

The following limitations will apply to all budgets:

- The grant amount is \$450,000 total costs (including direct and indirect costs) per year for 3 years. The budgeted amount must not exceed \$1.35 million.
- Indirect Costs: Indirect costs will be limited to 25% of the total costs (not the direct costs), or \$112,500 per year.
- Travel: Travel will be limited to \$2500 per year including the ASCO Annual Meeting
- Personnel: Salary limits will be equivalent to the NIH limits (\$199,700 in 2010). Investigators are only allowed to have a funded effort on one Improving Cancer Care Grant application.

Institutional Approval

An Institutional Approver representing the institution of the Principal Investigator must approve the complete application (including project proposal and budget) before submission. For applicants in academic institutions, this official is normally an officer in the institution's Office of Research/Sponsored Projects. For non-academic applicants, this should be a high-ranking official within your organization who has the authority to certify that your institution supports the project, believes all information in the application to be true, and will provide the resources mentioned in the Institutional Letter of Support.

Principal Investigators will enter the name, title, and contact information for their Institutional Approver. Once the application is complete, the Principal Investigator should click “Notify”. Please do not notify the Institutional Officer before the application is complete. Clicking “Notify” will send the Institutional Officer an email with login information describing how to enter the online system.

When the Institutional Approver logs in, he or she will be able to view a pdf file of the completed application. He/She can also download the template for the Institutional Approval Facesheet. If the application is approved, the Institutional Officer must upload a completed, signed Institutional Approval Facesheet. If it is not approved, the Institutional Officer should contact the applicant directly to have them correct any problems before approval.

Once the Institutional Approver clicks “Submit”, no more changes can be made to the Facesheet. Both the Approver and the Principal Investigator will receive a confirmation email that this task has been completed. The Approver (but not the PI) will be able to view the pdf file of the Institutional Approval Facesheet after submission.

Final Submission

Once the Institutional Approver uploads the Institutional Approval Facesheet and submits it, the Principal Investigator will get an email confirming that this task is complete. **The Principal Investigator must then login and submit the completed, approved application.** No changes should be made to the application once it has been approved by the Institutional Approver.

The submitted application including the Institutional Approval Facesheet must be received before the deadline of 11:59PM EST on December 21, 2010. Please note that applicants are encouraged to submit early and no technical help will be available after 5:00PM EST and applicants are encouraged to submit early.

Notification

Applicants can expect to be notified by May 1, 2011.

General Information

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

Please visit www.ascocancerfoundation.com/ICCG for the most up-to-date version of the application details and the link to the online application.

Questions? Please email grants@asco.org .