



Making a world of difference in cancer care

2011 ASCO STATE AFFILIATE GRANT PROGRAM

Request for Proposals

Last updated August 2, 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 State Affiliate Grant Program is designed to enable State/Regional Affiliates to engage in activities that will have an overall benefit to their members, ASCO members, other state societies, and the oncology community at-large. The purpose of the State Affiliate Grant Program is to provide financial support to ASCO State/Regional Affiliates, which will assist them in implementing specific activities. The State Affiliate Grant Program allows ASCO to utilize its strength and expertise in raising funds – taking advantage of resources not available on the state level – and demonstrates ASCO’s commitment to strengthening state societies.

Funding Available

The maximum award amount is \$10,000 for one year, payable on April 1 in one installment. The number of State Affiliate 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 reserve the right to award less than the amount requested.

Funds obtained through the State Affiliate Grant Program should not be used for general operating costs of the state society. This program is intended to support new projects and initiatives and not the routine operating expenses of societies. Grants will also not be provided for State/Regional Affiliates to carry out lobbying activities, including meetings with state and federal legislators, administrative officials or their staff. At least 75% of grant funds should be used to meet the objectives set forth in the application. No more than 25% of funds should go towards personnel expenses.

Grants are intended to support one year projects. Any application submitted for a multi-year project must demonstrate the society’s ability to fund the project in subsequent years.

Eligibility Criteria

The ASCO State Affiliate Grant Program intends to provide financial support to the State/Regional Affiliates as they seek to enhance the scope of their activities.

The ASCO State Affiliate Grant Program is based on the following criteria:

- Applicants must be either the current President or Administrator/Executive Director of the state society.
- State/Regional Affiliate must be compliant with [the State/Regional Affiliate Program Administrative Policies, Procedures, and Standards](#) and meet the Minimum Requirements for Affiliate Status and Reporting Requirements as outlined there within.

The ASCO Cancer Foundation’s State Affiliate Grant Review Subcommittee reserves the right to evaluate and determine applicants’ eligibility based on the information and justifications included in the application materials.

Joint Applications

Societies may combine resources to collaborate on a joint activity. A single application, listing all collaborating societies, should be submitted by the lead organization. The role and responsibilities of each participating society should be clearly defined throughout the application. The Budget and Justification Summary should also illustrate how funds will be used by each society.

Key Dates

Required Letter of Intent Opens	August 4, 2010
Required Letter of Intent Closes	September 15, 2010
Full Online Applications Open	October 6, 2010
Full Online Application Closes	December 20, 2010
Notification Date	March 2011
Award Term	April 1, 2011 – March 31, 2012
Six-Month Report Due	October 3, 2011
Final Report Due	May 1, 2012

Application Process – Phase One: Letter of Intent (Required)

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 for submitting the letter of intent will open on **August 4, 2010**. The most up-to-date information, including the RFP and the link to the online application, will be posted at www.ascocancerfoundation.org/SAGP. Only online applications submitted 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.

Please email grants@asco.org for password reset.

Please note that the application should initiate from the current President or Administrator/Executive Director's account. 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 President or Administrator would like other team members to work on the grant application, he/she will have to share his/her username and password.

The Letter of Intent must be submitted by **11:59PM EDT on September 15, 2010. No late applications will be accepted.** Applicants are encouraged to submit early because technical assistance will not be available after 5PM EDT on September 15.

Letters of Intent require the following components:

President or Administrator/Executive Director Contact Information

- Name and Title
- Institution/Society Name
- Address
- Phone
- 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.

Project Information

This section requires the following information:

- Project Title (Limit 300 characters)
- Brief Project Description/Abstract (Limit 350 words)
- Project Objective (Limit 400 characters per objective)
 - At least one project objective is required
 - Applicants may include up to five objectives

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).

Project Description

A description of the proposed project that includes a demonstrated need for activity and how this project will enhance your society's skill set must be uploaded. If the proposed project is an educational program, note whether and by whom program will be accredited. List all collaborating societies, if a joint application. (Maximum 2 pages)

Applicants must submit their Letter of Intent in the online application system by **11:59PM EDT on September 15, 2010**. Please note that no technical assistance will be available after 5:00PM EDT and website traffic may be heavy, so applicants are encouraged to submit early.

After review by the State Affiliate Grant Review Subcommittee, applicants will be notified with feedback about their letter of intent. Applicants can expect to be notified by October 4, 2010.

Only applicants who have submitted a Letter of Intent will be eligible to submit the full grant application.

Application Process – 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.

Only applicants who have submitted a Letter of Intent will be eligible to submit the full grant application.

The full application must be submitted by **11:59PM EST on December 20, 2010**. **No late applications will be accepted.** Applicants are encouraged to submit early because technical assistance will not be available after 5PM EST on December 20, 2010.

Full applications must include the following sections:

- 1) President or Administrator/Executive Director Contact Information
- 2) Project Information
- 3) Timeline and Deliverables
- 4) Research Plan
- 5) Key Project Personnel
- 6) Budget and Justification
- 7) General Information about the Society
- 8) Letter(s) of Collaboration (Required if collaborating with an organization other than an ASCO Affiliate)
- 9) Supporting Documentation (Optional)

President or Administrator/Executive Director Contact Information

- Name and Title
- Institution/Society Name
- Address
- Phone
- Email

Project Information

This section requires the following information:

- Project Title (Limit 300 characters)
- Brief Project Description/Abstract (Limit 350 words)
- Project Objective (At least one project objective is required)

Please note that not all information was carried forward from the Letter of Intent. Some information may have to be re-entered. Applicants are allowed to revise the Project Information that was included in the Letter of Intent.

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

Grant Project Description (Upload – Four page maximum)

The project description must include the following information:

- A demonstrated need for activity
- Impact of the project in enhancing your society's skill set
- The benefit to other state and regional societies and the oncology community
- An evaluation plan/criteria for measuring success
- List of collaborating societies, if a joint application
- If an educational program, note whether and by whom program will be accredited

Key Project Personnel (Upload – One page maximum)

- List of personnel including name & role within the society, identify lead, and percent of time per week each will spend on the project

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

All funds will be paid directly to the State/Regional Affiliate.

In this section, applicants must enter a total budget for the grant year including the following details:

- Revenue
 - ASCO Grant
 - Other sponsorship
 - Registration Fees
 - Product Sales
 - Matching Funds
 - Speaker Honoraria
 - Other
- Expenses
 - Personnel
 - Long Distance
 - Postage/Delivery
 - Supplies
 - Printing & Production
 - Hotel (sleeping rooms)

- Meeting Room Rental
- Catering
- Audio Visual
- Meals
- Transportation & Travel
- Speaker Honoraria

The following limitations apply to all budgets:

- Grant amount cannot exceed \$10,000.
- Funds should not be used for general operating costs of the state society.
- Funds will not be provided for State/Regional Affiliates to carry out lobbying activities, including meetings with state and federal legislators, administrative officials or their staff.
- At least 75% of grant funds should be used to meet the objectives set forth in the application. No more than 25% of funds should go towards personnel expenses.

Grants are intended to support one year projects. Any application submitted for a multi-year project must demonstrate the society's ability to fund the project in subsequent years.

General Information about the Society (Upload – One page maximum)

- Provide a description of the society and its activities, including a brief financial summary.

Letter(s) of Collaboration (Required if collaborating with an organization other than an ASCO Affiliate)

- Upload a copy of a Memorandum of Understanding if collaborating with an organization other than an ASCO Affiliate.

Supporting Documentation (optional)

- Upload any additional background information – e.g., proposed meeting agenda, business plan, etc.

Review and Submission

Please review your full application and make any revision before submitting your application. 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 December 20, 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.

Selection Process

The ASCO Cancer Foundation's State Affiliate Grant Selection Subcommittee will select the recipient based on the following criteria:

- Adequacy of demonstrated need for the activity proposed
- Project will enhance the state society's skill set
- Benefit to other Affiliates and/or oncology community
- Appropriateness, feasibility, and adequacy of Affiliate's resources to carry out 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 March 2011 by email to their primary email address.

Status Reports

Recipients will be responsible for submitting a six-month progress report, as well as, a final, 12-month report – summarizing the activity, detailing allocation of funds, and measuring the outcome – within 30 days of the end of the grant period. Recipients may also be asked to complete summaries, abstracts, or posters at the request of the ASCO State Affiliate Working Group.

General Information

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

Please visit www.ascocancerfoundation.org/SAGP 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.