



*Making a world of difference in cancer care*

# 2011 YOUNG INVESTIGATOR 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](http://www.ascocancerfoundation.org).

## **Purpose**

The Young Investigator Award (YIA) provides funding to promising investigators to encourage and promote quality research in clinical oncology. The purpose of this award is to fund physicians during the transition from a fellowship program to a faculty appointment. The ASCO Cancer Foundation welcomes application submissions in all oncology subspecialties.

## **Funding Available**

The total award amount is \$50,000 for one year, payable on July 1 and January 1 in two equal installments. The number of YIA 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 Young Investigator 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). In Young Investigator Award proposals, preclinical *in vitro* and/or animal studies are acceptable as long as the outcome of these studies would ultimately lead to patient-oriented clinical research. Project proposals should have measurable outcomes during the one year grant period.

### **Applicants must meet the following criteria:**

- Be a physician (MD, DO, or international equivalent) working in any country who is currently in the last two years of his/her final subspecialty training at an academic medical institution at the time of grant submission. Examples of subspecialty training include, but are not limited to, a hematology-oncology fellowship, a surgical oncology fellowship, or a radiation oncology residency. 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](mailto:grants@asco.org) for clarification and eligibility verification.
- An institutional commitment for a faculty appointment at the time of grant submission is not required, but the applicant should be working in an oncology laboratory or clinical research setting.
- Have a mentor in the proposed research field from the sponsoring institution who must provide an institutional letter of support. The mentor must assume responsibility and provide guidance for the research. If the mentor is not an active ASCO member, a supporting letter from an active ASCO member must be included.
- Be planning an investigative career in clinical oncology.
- Be an active member of ASCO or have submitted a membership application with the grant application.

- Be able to commit at least 60% of full- time effort in research (applies to total research, not just the proposed project) during the award period.
- A United States-trained MD, PhD is eligible if both degrees are completed prior to the start of the grant period. For foreign-trained physicians, eligibility for those currently enrolled in PhD programs will be determined on a case by case basis, please contact [grants@asco.org](mailto:grants@asco.org) for eligibility verification.
- Eligible physicians are allowed to hold only one grant from The ASCO Cancer Foundation at a time.

**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 Application Due: **September 21, 2010**  
Notification Date: **April 2010**  
Award Term: **July 1, 2011 - June 30, 2012**

## 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 e-mail 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](mailto: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-](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)).

**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 have no specific word limit but should be brief and concise.

**Applicant 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 four (4) typewritten, single-spaced pages, with one-inch margins and using an 11 point Arial font type. ALL pertinent tables, pictures, and graphs MUST be included within the 4-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 the budget section of the online application. Budget justification 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 \$50,000 for one year, payable on July 1 and January 1 in two equal installments. The proposed budget must not exceed the total award amount.
- **Research support:** At least \$46,000 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:** Up to \$1,500 should be allotted specifically for the applicant's travel to the ASCO 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 \$2,500 (or 5% of the 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 currently in the last two years of his/her final subspecialty training at an academic medical institution at the time of grant submission
  - 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. 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 currently in the last two years of his/her final subspecialty training at an academic medical institution at the time of grant submission
  - 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:

- Significance and originality of the proposed study and hypothesis
- Appropriateness, feasibility, and adequacy of the proposed experiment and methodology
- Quality of the mentor and the plan for mentor interactions with the applicant The qualifications and experiences of the applicant. Factors considered include the quality and extent of past education, scientific training, research experience, research originality, productivity, potential for independent investigation, and commitment to a career in clinical oncology research.
- A focus on patient-oriented or translational and, ultimately, clinical research
- 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](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 April 2011 by email to their primary email address.

For questions, please email [grants@asco.org](mailto:grants@asco.org)

## **CHECKLIST**

### Young Investigator 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 (4 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 (strongly encouraged attaching this document)
- Prior Publications (2 maximum; 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