Rally Foundation for Childhood Cancer Research

Career Development Award Full Application Guidelines

Rally Foundation aims to support the development of independent research of highly qualified individuals still early in their careers. Rally Career Development awards are intended to take an investigator from mentorship to independence by providing the opportunity to develop independent research through protected time. This funding mechanism uses an institution nomination process, allowing each invited institution to nominate <u>one</u> investigator in a single grant cycle. The nominated investigator is then given access in proposalCENTRAL to submit a full application for funding. Unsolicited nominations and full applications will not be accepted.

Nominated investigators may access and submit full applications online through proposalCENTRAL at https://proposalcentral.com/.

2020 CAREER DEVELOPMENT GRANT CYCLE DATES

CYCLE COMPONENT	DATE
Nomination Window Open (by invitation only)	January 20, 2020
Nomination Due	February 17, 2020
Full Application Open (by nomination only)	February 19, 2020
Full Application Due	April 1, 2020
Earliest Award Notification	May 25, 2020
Project Period Start Date	July 1, 2020

RALLY CAREER DEVELOPMENT AWARD
FULL APPLICATION GUIDELINES

I. Eligibility

• Applicants with M.D., D.O. and/or Ph.D. degrees who are within seven years of their first independent full-time faculty appointment at the time the award begins.

• Principal investigators must dedicate at least 40% effort to the funded project.

• Career Development grants are intended to support early career investigators' research to leverage larger awards in the future. At the time of award, principal investigators may not be recommended for funding or hold a funded NIH 'K' level award or an independent 'R' or 'P' level award as a PI or co-leader.

• Principal investigators do not need to be U.S. citizens or located at a U.S. institution.

• The principal investigators' institution may be a hospital, university, or private lab.

II. Research Project Priority Areas

The application must address <u>at least one</u> of the following priority areas:

• Innovative or novel approach to childhood and adolescent cancer research.

• Research studies that are likely to lead to a clinical trial.

• Personalized, alternative, or integrative research proposals for childhood and adolescent cancers.

• Basic science studies for childhood and adolescent cancers.

• Translational studies for childhood and adolescent cancers.

• Quality of life, survivorship, or palliative care studies for childhood and adolescent cancers.

The following will not be reviewed:

• Proposals that have no direct relevance to pediatric cancer nor fall within the scope of the Rally Foundation priority areas.

• Proposals for funding the management of clinical trials or infrastructure programs.

• Incomplete applications and/or applications received after the deadline of April 1, 2020 at 2:00 PM EST.

III. Award Information

Award Amount

Career Development grants up to $100,000 per year for three years of support will be awarded. Up to $100,000 may be used for the principal investigator's salary and fringe benefits. If the applicant chooses to include research support, up to $25,000 may be used for research support (i.e., support personnel, supplies, travel, contractual) with the remaining funds available for the principal investigator's salary and fringe benefits. Three-year grants will receive six funding installments, one every six months.

Nomination and Review Process

Rally Foundation will invite institutions to nominate a researcher for the Career Development Award. Each institution may nominate one candidate in a single funding cycle to submit a proposal for funding consideration. An institution is a group of entities operating in most ways under one management. For example, if a university has two affiliated hospitals, as an institution, the three entities may only submit one nomination. Awards are determined by a competitive peer-review process and scores received. For Career Development grants, Rally Foundation will not accept unsolicited nominations or proposals.

Applicant

Career Development grants should be requested by the nominated researchers as the applicant/principal investigator. The applicant should put together the proposal with the guidance of a sponsor who is clearly identified in the proposal with a letter of support.

The principal investigator should have one primary sponsor; however, listing co-investigators is acceptable. If the primary sponsor should change during the Career Development grant award period, written documentation should be submitted to Rally Foundation.

IV. Request for Continued Funding

Funded investigators may apply for continuation funding after the award period ends through one of Rally Foundation's other funding mechanisms. Investigators may only receive one Career Development Award.

V. Grants

The awarded funds must be used for the specific purpose for which they are granted, unless written permission is received from Rally Foundation.

We will not fund grants for construction of buildings, remodeling of laboratories, or purchase of land. We will not fund human embryonic stem cell research. We also do not pay indirect costs. If you have any additional questions about the definition of indirect costs as applicable to Rally Foundation, please contact the Grants Administrator.

If the principal investigator receives NIH 'R' or 'K' level funding or other overlapping funding during the award period, the Career Development Award will be reduced to $50,000 per year which can be used for research support costs. In the instance that 'R' or 'K' level funding or overlapping funding occurs after a funding installment has been received, the investigator will be able to shift that funding to research support up to $50,000 and any remaining funds will be returned to Rally Foundation. If this shift in funding happens in years 1-2 of the project period, subsequent years of funding will be considered based on demonstrated progress of the funded project.

VI. Post-Award Requirements

Rally Foundation has pledged to regularly report to its members how their donations are being used. The goodwill felt by these donors generates the continued income for future grant funding. Therefore, all award recipients must adhere to the following requirements:

A. Reports

Prior to the authorization of the second, third, fourth, fifth, and sixth funding installments of a grant award, the principal investigator must complete interim reports (required dates will be provided) using the web form in proposalCENTRAL stating the specific aims, studies and results, significance, plans, and a layman's summary limited to two pages. A written statement on the value of the grant to their research is also required. In other words, "What the Rally Foundation award has meant to me." Comments should be limited to no more than three typed paragraphs. In addition, independent investigators must submit a financial report providing a breakdown of funds expended to date and how the remaining funds will be utilized.

No later than 60 days following the end of the grant term, recipients should provide a summary of the benefits of the Rally Foundation award to their research or educational project using the web form in ProposalCENTRAL. A final report of expenditures should also be included.

If awarded, an annual timetable, which contains due dates for all reports, will be sent with each awardee's notification and acceptance letter.

B. Publications

Rally Foundation encourages recipients to cite Rally Foundation as a funding source in peer-reviewed publications arising from this award program. Recipients should also acknowledge Rally Foundation in non-peer-reviewed articles about their research in student newspapers, alumni newsletters, institutional magazines, etc. Please forward copies of these news articles to Rally Foundation as soon as they are published.

C. Miscellaneous Information – Action Required

Funding of a proposal authorizes Rally Foundation to use the applicant's name in soliciting contributions to fund its cancer research and educational programs.

Funding of a proposal also authorizes Rally Foundation to link to the applicant institution's website. We understand that your web master must approve all web links, and we agree to contact you if the application for your institution is funded so that we can make appropriate arrangements to link to your site.

VII. Guidelines for Submission

Electronic Submission Deadline – April 1, 2020 at 2:00 PM EST

- Applicants must submit proposals electronically through proposalCENTRAL, an electronic grant submission system provided by Altum, Inc: https://proposalcentral.com/.

- If you are a new user in proposalCENTRAL click the link: "Create One Now!" and complete the registration process.

- If you are already registered in proposalCENTRAL, access the site and log in with your User ID or email address. If you have forgotten your password, click on the "Forgot Your Username/ Password?" link. Supply your email address or your User ID in the space provided; a link to reset your password will be sent to you by email.

- After you log in, update or complete your Professional Profile (fourth tab from the left) before starting an application.

- To start an application, select the Grant Opportunities tab (gray tab furthest to the right). A list of applications will display. Find "Rally Foundation for Childhood Cancer Research" that you wish to apply for (Rally Career Development Grant) and click the "Apply Now" link (second to last column) to create your application. Please note that full applications will only be available in proposalCENTRAL to invited applicants in February 2020.

- If you have any difficulty registering, logging in, or creating your application, contact proposalCENTRAL Customer Support immediately. Phone 1-800-875-2562 or 703-964-5840, and/or email pcsupport@altum.com.

Format Specifications for Text

Arial font size 11 point should be used for all documents. Applications that are incomplete, typed in a smaller font size, or not adhering to the page limits will be rejected administratively. Use at least one-half inch margins (top, bottom, left, and right) for all pages. In proposalCENTRAL the text box character limits include spaces.

Career Development Grant Application Online Face Page (required)

Complete the online Face Page. Signing official's signature will be required. You may print the required signature page found in Section 11 of application should you choose to begin the signature process early.

A. Layman's Summary (1/2 page)

This will help Rally Foundation's Board of Directors evaluate the recommendations of the Medical Advisory Board. Please provide a layman's summary in *plain language*, suitable for a general audience. Please refer to the NIH guidelines for plain language summaries: https://www.nih.gov/institutes-nih/nih-office-director/office-communications-public-liaison/clear-communication/plain-language/plain-language-getting-started-or-brushing.

B. Scientific Summary (1/2 page)

A separate one-half page summary of the research objectives and rationale.

C. Human Subjects

Certification for protection of human subjects should be obtained for all applicable projects, in accordance with NIH guidelines. Copies of relevant documentation should accompany the proposal, including I.R.B. approval letter and/or an I.A.C.U.C approval letter or proof of pending submission of I.R.B. or I.A.C.U.C. as soon as possible. Please refer to NIH guidelines for human subjects' regulations:
https://www.hhs.gov/ohrp/regulations-and-policy/decision-charts/index.html.

D. Vertebrate Animals

Certification for protection for the care and treatment of laboratory animals is required for all applicable projects, in accordance with NIH guidelines. Relevant documentation must accompany

the proposal, including I.R.B. and/or I.A.C.U.C. approval letter or proof of pending protocols.

E. Budget

Please use the grant application budget forms (PHS 398 Form Pages 4 and 5). The budget should only reflect project costs specifically supported by Rally Foundation up to $100,000 per year. This may represent only a portion of the larger project's costs. Up to $100,000 may be used for the principal investigator's salary and fringe benefits. If the applicant chooses to include research support, up to $25,000 may be used for research support (i.e., support personnel, supplies, travel, contractual) with the remaining funds available for the principal investigator's salary and fringe benefits. We will not pay for indirect costs. Enter the totals under each budget category for each year of support requested. In addition, please provide an itemized, detailed budget justification for direct costs. Use a continuation page as needed but limit to one page.

F. Biographical Sketch

Principal investigators, primary sponsor, and co-investigators should include a biographical sketch formatted to September 2017 NIH guidelines.

G. Research Plan

Please keep these questions in mind as you organize items 1-3 below:

- What do you intend to do?

- Why is the work important?

- What has already been done?

- How are you going to do the work?

1. Specific Aims (limited to one page)

State concisely the goals and specific objectives of the proposed research and the clinical impact that the results of the proposed experiments will have on the advancement of the pediatric cancer research field. State the hypotheses to be tested and relevance to the funding priorities listed in Section II of these Guidelines.

Only proposals which are directly related to a Section II priority area and funding pediatric cancer research and education programs will be considered.

2. Research Strategy

a. Significance (limited to a half page)

Describe the importance of the problem and the progress in the field that the proposed studies will address. Explain research to date, which has led to the present application, critically evaluate existing knowledge, and specifically identify the need that the project is to fill. State the significance of your proposed project with respect to the pediatric cancer research by relating the specific aims to the goals and long-term objectives.

b. Innovation (limited to a half page)

Provide a detailed explanation of the innovations that are included in the proposal. Explain how the application seeks to shift current research or clinical practice paradigms. Describe any novel theoretical concepts, approaches or methodologies, and instrumentation or interventions to be developed or used, and elaborate on any advantages over existing methods.

c. Experimental Approach and Research Design (limited to four pages)

Describe the experimental approach to the research question and state the procedures and methods to be used in achieving the specific aims. Include how the data will be collected, analyzed, and interpreted. Provide a tentative sequence or timetable for the project. Specify any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised. Reviewers will weigh heavily the feasibility of carrying out the project in the projected time span, analyzing any potential difficulties and limitations of the proposed procedures and specific aims.

d. Career Plan (limited to one page)

Applicants should describe a long-term career plan and elaborate on how the successful completion of the proposed career development research would benefit his/her career goals in the pediatric cancer field.

3. Appendix

Use this space for additional information that is pertinent to the application that has not been included in any other section of the proposal that you would like the reviewers to consider.

H. Relevant References (limited to one page)

List all references in "Nature" format. Limit the references to relevant and current literature. It is important to be concise and to select only those literature references pertinent to the proposed research.

I. Letters of Support

Include letter of support from the sponsor.

J. Consultants

Include any appropriate letters of support from all individuals serving as consultants confirming their role(s) in the project.

SHOULD YOU HAVE ANY QUESTIONS OR ISSUES, YOU MAY CONTACT:

Rally Foundation for Childhood Cancer Research

Leigh Anna Lang
Email: leighanna@rallyfoundation.org
Phone: 404-847-1270