

# A COLLABORATIVE PEDIATRIC CANCER RESEARCH AWARDS PROGRAM



## Rally Foundation for Childhood Cancer Research

### Grant Application Guidelines

A Collaborative Pediatric Cancer Research Awards Program includes the following granting organizations:

Rally Foundation for Childhood Cancer Research, Bear Necessities Pediatric Cancer Foundation, Arms Wide Open Childhood Cancer Foundation, Infinite Love for Kids Fighting Cancer, Open Hands Overflowing Hearts, and The Truth 365.

Applications may be accessed and submitted online through ProposalCENTRAL:

<https://proposalcentral.com/>

#### 2020 GRANT CYCLE DATES

<b>CYCLE COMPONENT</b>	<b>DATE</b>
Letter of Intent Open	September 10, 2019
Letter of Intent Due	October 9, 2019 by 2:00 PM EST
Full Application Open (by invitation only)	December 4, 2019
Full Application Due	January 15, 2020 by 2:00 PM EST
Earliest Award Notification	April 1, 2020
Project Period Start Date	July 1, 2020

#### GRANT TYPES

A Collaborative Pediatric Cancer Research Awards Program offers three separate grant types:

**Postdoctoral and Clinical Research Fellow Grant (Page 2)**

**Independent Investigator Grant (Page 9)**

**Consortium Grant (Page 16)**

## **POSTDOCTORAL AND CLINICAL RESEARCH FELLOW GRANT PROPOSAL GUIDELINES**

### **I. Eligibility**

- Clinical fellows in a pediatric hematology/oncology fellowship and/or postdoctoral research fellows conducting pediatric cancer research.
- Principal investigators do not need to be U.S. citizens or located at a U.S. institution.
- Principal investigators' institution may be a hospital, university, or private lab.
- Fellows in the last year of their fellowship are only eligible for a one-year grant. They may re-apply for an Independent Investigator Grant as a young investigator the following grant cycle if applicable. To determine whether you apply for a Fellow Grant or an Independent Investigator Grant, consider your position as of July 1, 2020.
- The Fellow Grant is available for M.D. or Ph.D. fellows conducting research after the first year of their fellowship.

### **II. Pediatric Cancer Research Project Priority Areas**

- Innovative approaches to pediatric cancer research, which could lead to advanced studies or clinical trials.
- Studies that are likely to lead to a clinical trial.
- Personalized, alternative, or integrative research proposals.
- Under-studied childhood and adolescent cancer types.
- Quality of life, survivorship and palliative care studies.

The following will not be reviewed:

- Proposals that have no direct relevance to pediatric cancer nor fall within the scope of A Collaborative Pediatric Cancer Research Awards Program.
- Proposals for funding the management of clinical trials or infrastructure programs. However, if your research project has been funded for two or more years by the Collaborative Organizations and has progressed to a clinical trial, you can apply for funding for the clinical trial.
- Incomplete applications and/or applications received after the deadline of January 15, 2020 at 2:00 PM EST.

### **III. Award Information**

#### **Award Amount**

Fellow Grants up to \$50,000 per year for one or two years of support will be awarded. Please note that not all applicants that request two years of funding are awarded two years of support. Awards are determined by a competitive peer-review process and scores received. One-year grants will

receive two installments and two-year grants will receive four installments, one every six months.

## **Applicant**

Fellow Grants should be requested by the fellow as the applicant/principal investigator. The applicant should put together the proposal with the guidance of a scientific mentor who is clearly identified in the proposal as the primary mentor with a letter of support.

The fellow should have only one primary mentor; however, listing co-investigators or co-mentors, is acceptable. If the primary mentor should change during the Fellow Grant award period, written documentation should be submitted with this new information to the Collaborative Organizations.

Funding for fellows will be given at the postdoctoral level. Salary support for individuals above or below that level of experience/training should be part of an Independent Investigator Grant or Consortium Grant rather than a Fellow Grant.

Applications will be reviewed through the Medical Advisory Board peer-review process.

## **IV. Request for Continued Funding**

On the application's Face Page, you may indicate if you are applying for a continuation grant, which is continued support for a project previously funded by the Collaborative Organizations. If applying for continued funding, it is imperative that you thoroughly complete the application. Your application will be peer-reviewed and considered with all other applications in this grant cycle. Applicants requesting additional funding must include a progress report summarizing how the previous grant supported the project. Also, if applicable, list the complete references to all publications, patents, and other materials that have resulted from the project during the previous funding period(s). When citing articles, provide the NIH Manuscript Submission reference number (e.g., NIHMS) or the PubMed Central reference number (e.g., PMCID) for each article. Limited to one page.

## **V. Grants**

The awarded funds must be used for the specific purpose for which they are granted, unless written permission is received from the Collaborative Organizations (funder).

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 the Collaborative Organizations, please contact the Grants Administrator.

## **VI. Post-Award Requirements**

Each Collaborative Organization 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**

### One-Year Grants

Prior to authorization of the second installment of a grant award, the fellow must complete an interim report 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 Collaborative Organizations' (funder) award has meant to me." Comments should be limited to no more than three typed paragraphs. In addition, fellows must submit a financial report providing a breakdown of funds expended to date and how the remaining funds will be utilized.

### Two-Year Grants

Prior to the authorization of the second, third, and fourth installments of a grant award, the fellow 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 with the first report. In other words, "What the Collaborative Organizations' (funder) award has meant to me." Comments should be limited to no more than three typed paragraphs. In addition, fellows must submit a financial report providing a breakdown of funds expended to date and how the remaining funds will be utilized.

### Both One-Year and Two-Year Grants

No later than 60 days following the end of the grant term, recipients should provide a summary of the benefits of the Collaborative Organizations' 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 application deadlines, start dates, and due dates for all reports, will be sent with each awardee's notification and acceptance letter.

## **B. Publications**

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

## **C. Miscellaneous Information – Action Required**

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

Funding of a proposal also authorizes each Collaborative Organization 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.

Rally Foundation for Childhood Cancer Research (Rally) serves as the grant administrator for A Collaborative Pediatric Cancer Research Awards Program and its partner organizations: Arms Wide Open Childhood Cancer Foundation, Infinite Love for Kids Fighting Cancer, Open Hands Overflowing Hearts, and The Truth 365. Bear Necessities Pediatric Cancer Foundation serves as its own grant administrator.

If you are funded by one or more of the Collaborative Organizations, it is imperative that your institution properly document and recognize each individual organization.

## **VII. Guidelines for Submission**

Electronic Submission Deadline – January 15, 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 “A Collaborative Pediatric Cancer Research Awards Program” that you wish to apply for (Postdoctoral and Clinical Research Fellow 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 December 2019.
- If you have any difficulties 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](mailto: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. ProposalCENTRAL character limits include spaces.

### **Fellow Grant Application Online Face Page (required)**

Complete online Face Page. Signing official’s signature will be required. You may print the required signature page found in Section 10 of application should you choose to begin the signature process early.

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

This will help each Collaborative Organization'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 the Collaborative Organizations up to \$50,000 per year. This may represent only a portion of the larger project's costs. 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**

Fellows, primary scientific mentors, 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)**

Fellow applicants should describe a long-term career plan and elaborate on how the successful completion of the proposed research fellowship 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 letters of support from the scientific mentor and the department head.

## **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 PROBLEMS, YOU MAY CONTACT THE ADMINISTRATORS OF A COLLABORATIVE PEDIATRIC CANCER RESEARCH AWARDS PROGRAM:**

Rally Foundation for Childhood Cancer Research

Leigh Anna Lang

Email: [leighanna@rallyfoundation.org](mailto:leighanna@rallyfoundation.org)

Phone: 404-847-1270

Bear Necessities Pediatric Cancer Foundation

Susan Mura

Email: [smura@bearnecessities.org](mailto:smura@bearnecessities.org)

Phone: 312-214-1200, Ext. 23



## **INDEPENDENT INVESTIGATOR GRANT PROPOSAL GUIDELINES**

### **I. Eligibility**

- All academic ranks, Instructor to Professor, and research scientists with M.D. and/or Ph.D. degrees may apply.
- Principal investigators do not need to be U.S. citizens or located at a U.S. institution.
- Principal investigators' institution may be a hospital, university, or private lab.
- Rally defines young investigators as researchers no more than five years post fellowship. To determine whether you apply for a Fellow Grant or an Independent Investigator Grant as a young investigator, consider your position as of July 1, 2020.
- Rally defines independent investigators as researchers who are more than five years post fellowship.

### **II. Pediatric Cancer Research Project Priority Areas**

- Innovative approaches to pediatric cancer research, which could lead to advanced studies or clinical trials.
- Studies that are likely to lead to clinical trial.
- Personalized, alternative, or integrative research proposals.
- Under-studied childhood and adolescent cancer types.
- Quality of life, survivorship and palliative care studies.

The following will not be reviewed:

- Grants that have no direct relevance to pediatric cancer nor fall within the scope of A Collaborative Pediatric Cancer Research Awards Program.
- Proposals for funding the management of clinical trials or infrastructure programs. However, if your research project has been funded for two or more years by the Collaborative Organizations and has progressed to a clinical trial, you can apply for funding for the clinical trial.
- Incomplete applications and/or applications received after the deadline of January 15, 2020 at 2:00 PM EST.

### **III. Award Information**

#### **Award Amount**

Independent Investigator Grants up to \$50,000 per year for one or two years of support will be awarded. Please note that not all applicants that request two years of funding are awarded two years of support. Awards are determined by a competitive peer-review process and scores received. One-year grants will receive two installments and two-year grants will receive four installments, one every six months.

## **IV. Request for Continued Funding**

On the application's Face Page, you may indicate if you are applying for a continuation grant, which is continued support for a project previously funded by the Collaborative Organizations. If you are applying for continued funding, it is imperative that you thoroughly complete the application. Your application will be peer-reviewed and considered with all other applications in this grant cycle. Applicants requesting additional funding must include a progress report summarizing how the previous grant supported the project. Also, if applicable, list the complete references to all publications, patents, and other printed materials that have resulted from the project during the previous funding period(s). When citing articles, provide the NIH Manuscript Submission reference number (e.g., NIHMS) or the PubMed Central reference number (e.g., PMCID) for each article. Limited to one page.

## **V. Grants**

The awarded funds must be used for the specific purpose for which they are granted, unless written permission is received from one of the Collaborative Organizations.

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 the Collaborative Organizations, please contact the Grants Administrator.

## **VI. Post-Award Requirements**

Each Collaborative Organization 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**

#### One-Year Grants

Prior to authorization of the second installment of a grant award, the principal investigator should send an interim report 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 the investigator's research is also required. In other words, "What the Collaborative Award Organizations' (funder) award has meant to me." Comments should be limited to no more than three typed paragraphs. In addition, investigators must submit a financial report providing a breakdown of funds expended to date and how the remaining funds will be utilized.

#### Two-Year Grants

Prior to the authorization of the second, third, and fourth installments of a grant award, the principal investigator should send interim reports (required dates will be provided) 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 with the first report. In other words, "What the Collaborative Award Organizations' (funder) award has meant to me." Comments should be limited to no more than three typed paragraphs. In addition, investigators must submit a financial report providing a breakdown of funds expended to date and

how the remaining funds will be utilized.

### Both One-Year and Two-Year Grants

No later than 60 days following the end of the grant term, recipients should provide a summary of the benefits of the Collaborative Organization(s) 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 application deadlines, start dates, and due dates for all reports, will be sent with each awardee's notification and acceptance letter.

### **B. Publications**

Each Collaborative Organization requires recipients to cite the individual organization(s) as a funding source in peer-reviewed publications arising from this Collaborative Awards Program. Recipients should also acknowledge the individual organization(s) in non-peer-reviewed articles about their research in student newspapers, alumni newsletters, institutional magazines, etc. Please forward copies of publications to each funding organization as soon as they are published.

### **C. Miscellaneous Information – Action Required**

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

Funding of a proposal also authorizes each Collaborative Organization to link to the applicant institution's website. We understand that your web master must approve all 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.

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If you are funded by one or more of the Collaborative Organizations, it is imperative that your institution properly document and recognize each individual organization.

## **VII. Guidelines for Submission**

Electronic Submission – Deadline January 15, 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 login with your User ID or email address. If you have forgotten your password, click on "Forgot Your Username/Password?" 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 “A Collaborative Pediatric Cancer Research Awards Program” that you wish to apply for (Independent Investigator) 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 December 2019.
- If you have any difficulties registering, logging in, or creating your application, contact ProposalCENTRAL Customer Support immediately at 1-800-875-2562 or 703-964-5840, and/or email [pcsupport@altum.com](mailto: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. Character limits in ProposalCENTRAL include spaces.

### **Grant Application Online Face Page (required)**

Complete online Face Page. Signing official’s signature will be required. You may print the required signature page found in Section 10 of application should you choose to begin the signature process early.

Young Investigators must be no more than five years post fellowship.

#### **A. Layman’s Summary (1/2 page)**

This will help each organizations’ 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: <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 should be obtained for all applicable projects, in accordance with NIH guidelines. Copies of relevant documentation should 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 the Collaborative Organizations up to \$50,000 per year. This may represent only a portion of the larger project's costs. We will not pay for indirect costs. Enter the totals under each budget category for each year of support requested. Please provide an itemized, detailed budget justification for direct costs. Use a continuation page as needed but limit to one page.

## **F. Biographical Sketch**

The principal investigator and co-investigators should include a biographical sketch formatted to September 2017 NIH guidelines (please be specific and state any areas of potential overlap your proposed project may have with funded grants and/or pending applications). Any previous funding for the proposed project must be included here along with whether the project has received extramural funding (e.g., NIH) in the past.

## **G. Research Plan**

Please keep in mind these questions 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 1/2 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 pediatric cancer research by relating the specific aims to the goals and long-term objectives.

#### **b. Innovation (limited to 1/2 page)**

Provide a detailed explanation for 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.

### **3. Appendix**

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

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

**SHOULD YOU HAVE ANY PROBLEMS, YOU MAY CONTACT THE ADMINISTRATORS OF A COLLABORATIVE PEDIATRIC CANCER RESEARCH AWARDS PROGRAM AT THE FOLLOWING ADDRESSES:**

Rally Foundation for Childhood Cancer Research

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

Bear Necessities Pediatric Cancer Foundation

Susan Mura  
Email: smura@bearnecessities.org  
Phone: 312-214-1200, Ext. 23

## **CONSORTIUM GRANT PROPOSAL GUIDELINES**

### **I. Eligibility**

- All academic ranks, Instructor to Professor, and research scientists with M.D. and/or Ph.D. degrees may apply.
- Principal investigators do not need to be U.S. citizens or located at a U.S. institution.
- Principal investigators' institution may be a hospital, university, or private lab.
- Consortiums are three or more institutions collaborating on a grant-supported research project.

### **II. Pediatric Cancer Research Project Priority Areas**

- Innovative approaches to pediatric cancer research, which could lead to advanced studies or clinical trials.
- Studies that are likely to lead to a clinical trial.
- Personalized, alternative, or integrative research proposals.
- Under-studied childhood and adolescent cancer types.
- Quality of life, survivorship and palliative care studies.

The following will not be reviewed:

- Grants that have no direct relevance to pediatric cancer nor fall within the scope of A Collaborative Pediatric Cancer Research Awards Program.
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- Incomplete applications and/or applications received after the deadline of January 15, 2020 at 2:00 PM EST.

### **III. Award Information**

#### **Award Amount**

Consortium Grants up to \$100,000 per year for one or two years of support will be awarded to the lead institution responsible for reporting back to the Collaborative Organization(s). Please note that not all applicants that request two years of funding are awarded two years of support. Awards are determined by a competitive peer-review process and scores received. One-year grants will receive two installments and multi-year grants will receive four installments, one every six months.

### **IV. Request for Continued Funding**

On the application's Face Page, you may indicate if you are applying for a continuation grant,

which is continued support for a project previously funded by the Collaborative Organizations. If you are applying for continued funding, it is imperative that you thoroughly complete the application. Your application will be peer-reviewed and considered with all other applications in this grant cycle. Applicants requesting additional funding must include a progress report summarizing how the previous grant supported the project. Also, if applicable, list the complete references to all publications, patents, and other materials that have resulted from the project during the previous funding period(s). When citing articles, provide the NIH Manuscript Submission reference number (e.g., NIHMS) or the PubMed Central reference number (e.g., PMCID) for each article. Limited to one page.

## **V. Grants**

The awarded funds must be used for the specific purpose for which they are granted, unless written permission is received from one of the Collaborative Organizations.

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Each Collaborative Organization 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**

#### One-Year Grants

Prior to authorization of the second installment of a grant award, the principal investigator should submit an interim report 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 Collaborative Organizations' (funder) award has meant to me." Comments should be limited to no more than three typed paragraphs. In addition, investigators must submit a financial report providing a breakdown of funds expended to date and how the remaining funds will be utilized.

#### Two-Year Grants

Prior to the authorization of the second, third, and fourth installments of a grant award, the principal investigator should submit 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 with the first report. In other words, "What the Collaborative Organizations' (funder) award has meant to me." Comments should be limited to no more than three typed paragraphs. In addition, investigators must submit a financial report providing a breakdown of funds expended to date and how the remaining funds will be utilized.



## Both One-Year and Two-Year Grants

No later than 60 days following the end of the grant term, recipients should provide a summary of the benefits of the Collaborative Organization(s) 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 application deadlines, start dates, and due dates for all reports, will be sent with each awardee's notification and acceptance letter.

### **B. Publications**

Each Collaborative Organization requires recipients to cite the individual organization(s) as a funding source in peer-reviewed publications arising from this Collaborative Awards Program. Recipients should also acknowledge the individual organization(s) in non-peer-reviewed articles about their research in student newspapers, alumni newsletters, institutional magazines, etc. Please forward copies of publications to each funding organization as soon as they are published.

### **C. Miscellaneous Information – Action Required**

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

Funding of a proposal also authorizes each Collaborative Organization to link to the applicant institution's website. We understand that your web master must approve all 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.

Rally Foundation for Childhood Cancer Research (Rally) serves as the grant administrator for A Collaborative Pediatric Cancer Research Awards Program and its partner organizations: Arms Wide Open Childhood Cancer Foundation, Infinite Love for Kids Fighting Cancer, Open Hands Overflowing Hearts, and The Truth 365. Bear Necessities Pediatric Cancer Foundation serves as its own grant administrator.

If you are funded by one or more of the Collaborative Organizations, it is imperative that your institution properly document and recognize each individual organization.

## **VII. Guidelines for Submission**

Electronic Submission – Deadline January 15, 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 login with your User ID or email address. If you have forgotten your password, click on "Forgot Your Username/ Password?" 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 “A Collaborative Pediatric Cancer Research Awards Program” that you wish to apply for (Consortium) 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 December 2019.
- If you have any difficulties registering, logging in, or creating your application, contact ProposalCENTRAL Customer Support immediately at 1-800-875-2562 or 703-964-5840, and/or email [pcsupport@altum.com](mailto: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. Character limits in ProposalCENTRAL include spaces.

### **Grant Application Online Face Page (required)**

Complete online Face Page. Signing official’s signature will be required. You may print the required signature page found in Section 10 of application should you choose to begin the signature process early.

#### **A. Layman’s Summary (1/2 page)**

This will help each organizations’ 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: <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 should be obtained for all applicable projects, in accordance with NIH guidelines. Copies of relevant documentation

should 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 form (PHS 398 Form Pages 4 and 5). The budget should only reflect project costs specifically supported by the Collaborative Organizations up to \$100,000 per year. This may represent only a portion of the larger project's costs. We will not pay for indirect costs. Enter the totals under each budget category for each year of support requested. Please provide an itemized, detailed budget justification for direct costs. Use a continuation page as needed but limit to one page.

## **F. Biographical Sketch**

The principal investigator and co-investigators should include a biographical sketch formatted to the September 2017 NIH guidelines (please be specific and state any areas of potential overlap your proposed project may have with funded grants and/or pending applications). Any previous funding for the proposed project must be included here along with whether the project has received extramural funding (e.g., NIH) in the past.

## **G. Research Plan**

Please keep in mind these questions 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 1/2 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 pediatric cancer research by relating the specific aims to the goals and long-term objectives.

### **b. Innovation (limited to 1/2 page)**

Provide a detailed explanation for 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.

## **3. Appendix**

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

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

**SHOULD YOU HAVE ANY PROBLEMS, YOU MAY CONTACT THE ADMINISTRATORS OF A COLLABORATIVE PEDIATRIC CANCER RESEARCH AWARDS PROGRAM AT THE FOLLOWING ADDRESSES:**

Rally Foundation for Childhood Cancer Research

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

Bear Necessities Pediatric Cancer Foundation

Susan Mura  
Email: smura@bearnecessities.org  
Phone: 312-214-1200, Ext. 23