



Outside the Box Grant Application Guidelines

Rally Foundation for Childhood Cancer Research and Infinite Love for Kids Fighting Cancer invite applications for innovative research strategies that, through a novel idea, directly address pediatric, adolescent or young adult rhabdomyosarcoma OR red light therapy for neuropathy as a side effect of childhood cancer. These grants are designed to provide seed funding for a new idea that may not have preliminary data but for which a strong case can be made for the potential impact.

Applications may be accessed and submitted online through ProposalCentral:
<https://proposalcentral.com/>

2024 GRANT CYCLE DATES

CYCLE COMPONENT	DATE
Letter of Intent Open	January 16, 2024
Letter of Intent Due	February 23, 2024 at 3:30 PM EST
Full Application Open (by invitation only)	April 3, 2024
Full Application Due	May 15, 2024 at 3:30 PM EST
Earliest Award Notification	August 1, 2024
Project Period Start Date	September 1, 2024

I. Eligibility

Applications will be accepted from the following:

- Individuals conducting pediatric cancer research as clinical fellows in pediatric hematology/oncology and/or postdoctoral research fellows. The grant is available for MD, DO, PharmD or PhD fellows after the first year of their fellowship.
- All academic ranks, Instructor to Professor, and research scientists with MD, DO, PharmD and/or PhD degrees. Rally defines young investigators as researchers no more than five years post fellowship and independent investigators as researchers who are more than five years post fellowship.
- Principal investigators do not need to be U.S. citizens or located at a U.S. institution.
- Principal investigator's institution may be a hospital, university or private lab.

II. Focus and Priority Areas

The application must address one Focus Area and both Priority Areas in children (0-14),

adolescents (15-19) and/or young adults (20-24):

Focus Areas:

- Rhabdomyosarcoma
- Red light therapy for neuropathy as a side effect of childhood cancer

Priority Areas:

- A novel idea for innovative research that could lead to advanced studies or clinical trials.
- Treatment approaches that aim to limit the long-term side effects.

The following will not be reviewed:

- Proposals that have no direct relevance to pediatric cancer nor fall within the scope of the Outside the Box Grant.
- Proposals for infrastructure programs.
- Incomplete applications and/or applications received after the deadline of May 15, 2024 at 3:30 PM EST.

III. Award Information

Outside the Box Grants award up to \$50,000 for one year of support. One-year grants will receive two installments, one every six months.

IV. Request for Continued Funding

Applicants may request additional funding for a project previously funded under the Outside the Box Grant mechanism. After the one-year award period, the applicant will be required to submit a new full application under one of the following grant mechanisms: Postdoctoral and Clinical Research Fellow Grant, Independent Investigator Grant or Consortium Grant. The new application will be peer-reviewed and considered with all other applications in the grant cycle.

V. Grants

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

We will not fund grants for the 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, please contact the Grant Manager.

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

VI. Post-Award Requirements

Each funding organization has pledged to regularly report to its members how their donations are being used. The goodwill felt by these donors generates 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 funding 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. A written statement on the value of the grant to the investigator's research is also required. In addition, investigators must submit a financial report providing by budget category 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 final progress report using the web form in Proposal Central stating the specific aims, studies and results, significance and a layman's summary. A written statement on the value of the grant to their research is also required. In addition, investigators must submit a final financial report providing by budget category a breakdown of funds expended.

B. Publications

Each funding organization requires recipients to cite the organization(s) as a funding source in peer-reviewed publications and presentations arising from this award program. Recipients should also acknowledge the funding organization(s) in non-peer-reviewed presentations and articles about their research in student newspapers, alumni newsletters, institutional magazines, etc.

C. Miscellaneous Information – Action Required

Funding of a proposal authorizes each funding 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 funding 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 the Outside the Box Grant and its partner organization: Infinite Love for Kids Fighting Cancer.

If you are funded by the funding organization(s), it is imperative that your institution properly document and recognize each individual organization.

VII. Proposal Central Guidance

- Applicants must submit proposals electronically through Proposal Central, an electronic grant submission system provided by Altum, Inc: <https://proposalcentral.com/>.
- If you are a 'new' user in Proposal Central, click the link: "Need an account?" and complete the registration process.
- If you are already registered in Proposal Central, access the site and login with your email

address. If you have forgotten your password, click on “Forgot your password?” Supply your email address 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 be displayed. Find the “A Collaborative Pediatric Cancer Research Awards Program” grant you wish to apply for (Outside the Box 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 Proposal Central to invited applicants in April 2024.
- If you have any difficulties logging in or creating your application, contact Proposal Central Customer Support at 1-800-875-2562 or +1 703-964-5840 or email at 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. For text boxes, character limits in Proposal Central include spaces.

VIII. Guidelines for Letter of Intent (LOI) Submission

Electronic Submission Deadline – February 23, 2024 at 3:30 PM EST

Specific instructions for the LOI are available in Proposal Central upon starting the LOI application. All templates and requirements will be available in Proposal Central.

IX. Guidelines for Full Application Submission

Electronic Submission Deadline – May 15, 2024 at 3:30 PM EST

Full applications will be available in Proposal Central to invited applicants in April 2024. All templates and requirements will be available in Proposal Central upon approval of a LOI.

A. Layman’s Summary (2,000 characters)

This will help each funding 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 (2,000 characters)

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

C. Other Support

Provide recently completed (within three years), current and pending research support for the Principal Investigator, including any funded grants and/or pending applications that may overlap with your proposed project.

D. 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://grants.nih.gov/policy/humansubjects.htm>.

E. 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.

F. 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 organizations up to \$50,000. 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.

G. Biographical Sketch

Investigators, primary scientific mentors, as applicable, and co-investigators should include a biographical sketch formatted to the Revised October 2021 NIH guidelines.

H. Research Plan (limited to six pages)

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

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 the Section II priority areas and funding pediatric cancer research and education programs will be considered.

2. Research Strategy

a. Significance

Describe the importance of the problem and the progress in the field that the proposed studies will address. Explain research to date that 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

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

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 heavily weigh 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.

H. 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 would benefit his/her career goals in the pediatric cancer field.

I. 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.

J. Letters of Support

Fellows should include letters of support from the scientific mentor and the department head. Young investigators should include a letter of support from the department head. All applicants should include any appropriate letters of support from all individuals serving as collaborators or

consultants confirming their role(s) in the project.

K. Application E-Signatures

The Principal Investigator and the institution's Signing Office must log into Proposal Central to e-sign the application. This e-signature is required for the submission of the application and must be completed before the deadline.

YOU MAY CONTACT THE GRANT MANAGER AT:

Rally Foundation for Childhood Cancer Research
Leigh Anna Lang
Email: leighanna@rallyfoundation.org
Phone: 404-847-1270