



Pancreatic Cancer Action Network-AACR Fellowship

2011 Program Guidelines and Application Instructions

American Association for Cancer Research

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PROGRAM GUIDELINES

PROGRAM SUMMARY

The Pancreatic Cancer Action Network-AACR Fellowship represents a joint effort to encourage and support postdoctoral and clinical research fellows who are in the first three years of their fellowship training (at the start of the grant term) to conduct pancreatic cancer research and establish successful career paths in this field. The research proposed for funding may be basic, translational, clinical or epidemiological in nature and must have direct applicability and relevance to pancreatic cancer.

The Fellowship provides a one-year grant of \$45,000 to support the salary and benefits of the Fellow while working on a mentored pancreatic cancer research project. A partial amount of funds may be designated for research/laboratory supplies and equipment.

It is anticipated that at least one Fellowship will be funded.

APPLICATION DEADLINE

October 27, 2010 at 12 noon, Eastern Time

DECISION DATE

March 2011

RECOGNITION EVENT FOR GRANT RECIPIENTS AT AACR 102nd ANNUAL MEETING 2011

April 5, 2011 - Grant recipients must attend the recognition event and formally accept the grant. Support for travel and complimentary registration to attend the Annual Meeting will be provided separate from the grant.

START OF GRANT TERM

July 1, 2011

APPLICANT ELIGIBILITY CRITERIA

Applicants must have a medical and/or doctoral degree (including Ph.D., M.D., D.O., D.C., N.D., D.D.S., D.V.M., Sc.D., D.N.S., Pharm.D., or equivalent doctoral degree) in the biomedical sciences or in a field applicable to health science research and not currently be a candidate for a further doctoral or professional degree.

Applicants must be in the 1st, 2nd, or 3rd year of a postdoctoral or clinical research fellowship at an academic, medical or research institution **within the United States** at the start of the grant term (i.e., applicants must have started their fellowship no earlier than July 2, 2008 and no later than July 1, 2011). There are no citizenship requirements.

Applicants who believe that they are at the level of postdoctoral or clinical research fellow, but hold a different title, should contact AACR before submitting an application to determine their eligibility.

When calculating the experience of an applicant with two doctoral degrees, AACR includes all days of postdoctoral cancer research experience from the date of the applicant's most recently obtained

doctoral degree or first date the postdoctoral position began, whichever is first. All days of cancer related postdoctoral experience will be combined to determine an applicant's eligibility, including research conducted in separate laboratories and research that is not consecutive.

Parental leave or other well justified leave from postdoctoral research training for pressing personal or family situations of generally less than 12 months duration and clinical training time with no research involvement (e.g., residency training) are not counted against the eligibility limit. Applicants whose experience exceeds the maximum but who believe they are eligible (e.g., if some of their postdoctoral experience was in a field other than cancer research or there was a break in their career as described above) should contact AACR before submitting an application to verify their eligibility.

Employees or subcontractors of a government entity or for-profit private industry are not eligible. Exceptions include applicants holding full-time positions at a veterans' hospital or national laboratory (e.g., Lawrence Berkeley National Laboratory) in the United States. Contact AACR before submitting an application to determine your eligibility.

Both AACR members and nonmembers are eligible to apply. However, nonmembers must submit a satisfactory application for AACR associate membership by October 29, 2010. The application will be applied to 2010 membership dues. An application may be downloaded from the AACR website at www.aacr.org.

Investigators holding the rank of instructor, adjunct professor, assistant professor, research assistant professor, the equivalent or higher are not eligible. These applicants are encouraged to consider the Pancreatic Cancer Action Network-AACR Career Development Awards and Innovative Grants.

Exception: If you are an M.D. who is considered a postdoctoral fellow but hold the title of instructor so that you can see patients, you may be eligible. Contact AACR before submitting an application to determine your eligibility.

Investigators may apply for only one Pancreatic Cancer Action Network-AACR grant per year; that is, investigators may not apply for both a Pancreatic Cancer Action Network-AACR Pathway to Leadership Grant and the Pancreatic Cancer Action Network-AACR Fellowship. Potential applicants are encouraged to review the guidelines for both grant mechanisms to determine the more suitable one for which to apply. However, individuals may concurrently apply for other AACR grants; should an applicant apply for multiple AACR grants, he/she is expected to accept the first grant they are awarded.

Any individual who currently holds an active AACR grant may not apply for another grant. Past grantees may apply if they complied with all progress and financial report requirements.

Applicants with a question about their eligibility are encouraged to contact AACR at grants@aacr.org **before** submitting an application.

TOBACCO INDUSTRY FUNDING AND CONFLICTS OF INTEREST STATEMENT

A Fellow whose named mentor is funded by the tobacco industry for any research project may not apply and is not eligible for any AACR grant. A Grantee or his/her named mentor who accepts funding from the tobacco industry for any research project during the term of an AACR grant must inform AACR of such funding, whereupon the AACR grant will immediately be terminated. Tobacco industry funding includes: funds from a company that is engaged in or has affiliates engaged in the manufacture of tobacco produced for human use; funds in the name of a tobacco brand, whether or not the brand name is used solely for tobacco products; funds from a body set up by the tobacco industry or by one or more companies engaged in the manufacture of tobacco products.

The following do not constitute tobacco industry funding for the purposes of this policy:

- Legacies from tobacco industry investments (unless the names of a tobacco company or cigarette brand are associated with them);
- Funding from a trust or foundation established with assets related to the tobacco industry but no longer having any connection with the tobacco industry even though it may bear a name that (for historical reasons) is associated with the tobacco industry.

Tobacco industry funding is defined for purposes of AACR grant applicants and recipients as money provided or used for all or any of the costs of any research project, including personnel, consumables, equipment, buildings, travel, meetings and conferences, and operating costs for laboratories and offices. It is not defined as money provided or used for meetings or conferences that don't relate to any particular research projects.

RESEARCH PROJECT CRITERIA

Research projects must have direct applicability and relevance to pancreatic cancer. They may be in any discipline of basic, clinical, translational or epidemiological research, and fall within at least one of the categories of the Common Scientific Outline (Biology; Etiology; Prevention; Early Detection, Diagnosis, and Prognosis; Treatment; Cancer Control, Survivorship, and Outcomes Research; or Scientific Model Systems [<http://www.cancerportfolio.org/cso.jsp>]).

LETTERS OF REFERENCE

Each applicant must have a Letter of Reference from his/her mentor accompany the online application. If the mentor is not an active, emeritus, or honorary member of AACR, an additional Letter of Reference from an endorser who is an active, emeritus, or honorary member of AACR must accompany the application. Instructions for submitting Letter(s) of Reference are addressed below on page 8, Section 6 in the Application Instructions.

NOTE: Due to the mentorship component of this grant, significant weight will be given to this letter in the evaluation of the application.

EVALUATION OF APPLICATIONS

Applications are reviewed by a Scientific Review Committee comprised of scientists respected for their own accomplishments in pancreatic cancer research and as leaders in the field. The President of AACR will annually appoint the members of the Scientific Review Committee.

The Committee will consider the following criteria when reviewing applications and determining funding decisions:

- **Applicant.** The applicant's potential to become an important contributor to pancreatic cancer research; the extent and level of previous education, including undergraduate or graduate degree(s), the field, the date received or expected, academic performance, the mentor and the institution; dissertation topic(s); previous postdoctoral research or clinical experience, including the mentor, institution, topic, dates and achievements; evidence of commitment to a career in pancreatic cancer research; awards and honors; other relevant research experience; professional training; and publications.
- **Project Proposal.** The scientific merit of the research proposal and the general approach, considering the applicant's research background and the respective contributions of the applicant and the mentor in the development of the research proposal; the extent to which the proposed study addresses an important problem related to pancreatic cancer; the feasibility of the budget and the grant period for completing the project.
- **Mentor and Training Environment.** The qualifications of the current mentor, including his or her research expertise and prior experience as a mentor; the degree to which the environment of the host laboratory and the institution is conducive to successful postdoctoral training and successful completion of the proposed research.

The Committee will consider each year's Fellowship applicants independently, without regard to the topics covered in previously funded proposals or to the institutions of the previous grantees.

APPLICATION INSTRUCTIONS

APPLICATION PROCEDURES

AACR requires applicants to submit both an online and a paper application.

Online

Applications must be submitted by 12:00 noon (United States Eastern Time) on October 27, 2010, using the proposalCENTRAL website at <https://proposalcentral.altum.com>.

Paper copy

One copy with **original** signatures and all required documents must be postmarked and sent no later than October 29, 2010, to:

Pancreatic Cancer Action Network-AACR Fellowship
Attn: Ms. Hanna Hopfinger
American Association for Cancer Research
615 Chestnut Street, 17th Floor
Philadelphia, PA 19106-4404

The materials to be submitted are:

- Signature Page, printed as described below on page 12, Section 13, with the **original** signatures of the applicant, the mentor, and institutional signing official. (Stamped or photocopied signatures will not be accepted.)
- Scientific Abstract (Printed from proposalCENTRAL)
- Budget (Printed from proposalCENTRAL)
- Research Project Proposal (template provided)
- Budget Justification (template provided)
- Project Milestones (template provided)
- Applicant's Curriculum Vitae
- Mentor's Biographical Sketch
- Terms and Conditions signature page with the **original** signature of the applicant

GETTING STARTED IN proposalCENTRAL

If you are a new user of proposalCENTRAL, follow the "REGISTER" link and complete the registration process. After you register, complete your Professional Profile (second tab from the left) before starting an application.

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

To start an application, select the "Grant Opportunities" tab (gray tab furthest to the right). A list of applications will be displayed. Find the AACR grant program for which you wish to apply and click the "Apply Now" link (second to last column) to create your application.

Complete all fields in the application and all templates that are provided. Upload all requested documents in portable document format (PDF). See the proposalCENTRAL FAQ section, <https://proposalcentral.altum.com/FAQ/FrequentlyAskedQuestions.asp>, for more information.

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 E-mail: pcsupport@altum.com

APPLICATION FORMAT

The following information is required to submit a complete application. Numbers correspond to the application sections found on the left side of the proposalCENTRAL website.

- 1. TITLE PAGE.** Enter the title of the research project directly into proposalCENTRAL system. The title is limited to no more than 75 characters in length (including spaces). Do not use abbreviations. A project title must be entered and saved before additional sections may be accessed.
- 2. DOWNLOAD TEMPLATES & INSTRUCTIONS.** The Program Guidelines and Application Instructions document, the Terms and Conditions document, and all templates can be downloaded from this page.

You must download the Terms and Conditions document. The final page of the Terms and Conditions document must be detached, signed and dated. A scanned copy of the signed final page must be uploaded to your online application in the section for attaching files and the original must be returned to AACR with the paper copy of the application.

You must download and complete the following three templates: Research Project Proposal Template, Budget Justification Template and Project Milestones Template.

- Click the "Download" link to save the Research Project Proposal Template, the Budget Justification Template and the Project Milestones Template to your computer.
- Use your word processing software (e.g., MS Word, Word Perfect) to complete the templates on your computer and then convert templates to PDF format. You do not need to be connected to the internet or proposalCENTRAL while working on the templates.
- Upload the completed template files to your online application.

See below on page 9, Section 10 for instructions on how to complete and upload the templates. This application also requires additional attachments for which a template is not provided (applicant's curriculum vitae and mentor's biographical sketch).

- 3. ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.** Optional.
- 4. APPLICANT.** Enter contact information for the applicant directly into proposalCENTRAL system.
- 5. INSTITUTION & CONTACTS.** Enter information regarding the lead institution, the mentor, the endorser (if applicable) and signing official directly into proposalCENTRAL system.
- 6. LETTERS OF REFERENCE.** Enter directly into proposalCENTRAL system the e-mail address of the mentor submitting a Letter of Reference. Enter the e-mail address again to confirm and click "Add." If the mentor's e-mail address is in the proposalCENTRAL system, you will be prompted to "Send E-

mail” to the mentor. The e-mail will contain instructions and a link to upload the Letter of Reference directly to the application. If the mentor’s e-mail address is not in the proposalCENTRAL system, you will be prompted for the mentor’s first and last name before being prompted to “Send E-mail.”

If the mentor is not an active, emeritus, or honorary member of AACR, repeat the steps above to send a Letter of Reference request to an endorser who is an active, emeritus, or honorary member of AACR. If your mentor is an AACR member, a Letter of Reference from an endorser will **not** be accepted in addition to the mentor’s Letter of Reference.

As the Letter(s) of Reference are uploaded directly from the mentor and endorser (if necessary) to the proposalCENTRAL application, these letters are not required to be submitted with the signed paper copy of the application for AACR.

NOTE: Due to the mentorship component of this grant, significant weight will be given to this letter in the evaluation of the application.

- 7. SCIENTIFIC ABSTRACT.** Enter the abstract directly into proposalCENTRAL system. The abstract should be limited to 3,000 characters (including spaces) and must provide a clear, concise and comprehensive overview of the proposed work, including the background; objective or hypothesis and its supporting rationale; specific aims of the study; study design; and relevance of the proposed work to pancreatic cancer.

From the list provided, select the research areas that are most applicable to this project. Select no more than two areas.

- 8. BUDGET.** Fellowships support the salary and benefits of the Fellow. A partial amount of the funds, up to 25% of the total budget, may be designated for direct research expenses. Up to 10% of the total budget may be allocated for equipment. Requests for additional equipment funds in excess of 10% of the budget must be accompanied by a detailed justification.

Indirect costs, tuition, travel, professional membership dues, general office supplies, institutional administrative charges (e.g., telephone, other electronic communication, IT network, etc.), and publication charges* are not allowable expenses. (*See Terms and Conditions document for information on publishing in AACR Journals while an active grantee.)

A detailed budget justification explaining the allocation of the grant funds must accompany the application.

- 9. ORGANIZATION ASSURANCES.** The assurances/certifications are made and verified by the signature of the institutional official signing the application. AACR does not require the supporting letters with your application. However, if awarded, IRB and/or IACUC approval (if applicable) must be submitted in writing to the AACR Grants Office.

10. APPLICATION DOCUMENTS.

Formatting Instructions. Applicants must adhere to the following instructions in completing the sections in this template. Failure to observe type size specifications and/or page limits may result in the return of the application without review.

- Type size. Must use 12 point Times New Roman for the text, and no smaller than 9 point type for figures, legends, and tables.
- Single-spaced text. Single-spacing is acceptable, and space between paragraphs is recommended.

- Margins. The page margins must be no less than .75 inches on each side.
- Page numbering. The Proposal Narrative must be numbered consecutively; do not use section designations such as "3A" or "3B."
- Tips and techniques for inserting images in documents.
 - Reduce the file size of documents with images by "inserting" the image (as opposed to "cutting" and "pasting"). Save graphical images as a JPG or GIF file. Insert the image into the document by selecting "Insert – Picture – From File" from the MS Word menu.
 - Insert only GIF or JPG graphic files as images in your Word document. Other graphical file formats are either very large or difficult to manipulate in the document.
 - Do not insert Quick Time or TIFF objects into your document.
 - Anchor the images that you embed in your document.
 - Once you have anchored the "inserted" image, you can format text to wrap around the image.
 - Do not edit your images in Word. Use a graphics program.
 - Do not embed your images in tables, text boxes, and other form elements.
 - Do not add annotations over the images in Word. Add annotations to the images itself in a graphics program.

Using the templates where provided, prepare and upload the following documents into your application in portable document format (PDF):

- A. Research Project Proposal.** *Complete on the template available from the proposalCENTRAL website. (Refer above on page 8, Section 2 for details.) The information must be presented in this order:*
- I. Contents Page.** Complete the Table of Contents by indicating the appropriate page numbers for each section. The Table of Contents page should not exceed 1 page.
 - II. Lay Abstract.** This abstract, limited to 3,000 characters, must provide a clear, concise and comprehensive overview of the proposed work. The lay abstract should be different from the scientific abstract described above on page 9, Section 7. Please make sure to prepare the lay abstract in language suitable for a non-scientific audience of pancreatic cancer survivors. It should include the background, purpose, objectives, and study design of the project; how it builds on existing research and will contribute to the field of pancreatic cancer research; and how the results will help pancreatic cancer patients in the future. If the project is new and innovative, discuss how.
 - III. Proposal Narrative.** Limited to 6 pages, including figures and tables. The Contents Page, Lay Abstract, Facilities, References, and Other Support sections do not count against this page limit. The information must be presented in this order: (A) Title of Research Project; (B) Introductory Statement, Background, and Rationale; (C) Specific Aims; (D) Research Design and Methods; and (E) Significance and Statement of Relevance to Pancreatic Cancer.
 - IV. Facilities.** Limited to 2 pages. Please provide a description of the research facilities, resources, and equipment to allow implementation of the research program.

V. References. Limited to 1 page. References must be listed as FULL CITATIONS. Each citation must include names of all authors, publication title, book or journal title, volume number, page numbers, and year of publication.

VI. Other Support. In the two tables provided in the Research Project Proposal template, list all existing (Table 1) and pending (Table 2) support (institutional, federal, etc.) that will be used by the applicant during the term of this grant (07/01/2011 – 06/30/2012). List all support for the applicant, including those grants for which the applicant is not the Principal Investigator. This may include support for different projects. For each grant or funding source, please provide:

- Name of Principal Investigator
- Name of Grant/Funding Source
- Title of Project
- Funding Agency
- Grant Term
- Amount of Funding
- Percent Effort of Applicant
- List of Specific Aims

B. Budget Justification. *Complete on the template available from the proposalCENTRAL website. (Refer above on page 8, Section 2 for details.)* Limited to 2 pages. Justify salary and benefits and direct research expenses (if requested). Percent effort of the applicant on the proposed project must be indicated. Detailed justification is required for budget requests for equipment that exceed 10% of the total budget.

C. Project Milestones. *Complete Column A of the Milestones Template available from the proposalCENTRAL website. (Refer above on page 8, Section 2 for details.)* The milestones will be used to define a timeline for the research activities that you propose to accomplish over the duration of your project. Reporting progress towards milestones will be incorporated into the semi-annual reporting requirements for the project if funded.

D. Applicant's Curriculum Vitae (CV). The CV must be in English and include a complete list of publications.

Note: The NIH Biographical Sketch Form and NCI Short Forms will not be accepted from the applicant.

E. Mentor's Biographical Sketch. The biographical sketch must be in English. The NIH Biographical Sketch Form and NCI Short Form are both acceptable formats.

F. Terms and Conditions Document. In order to ensure that the applicant is informed of the terms and conditions of the grant should he/she be selected as a recipient, a copy of the Terms and Conditions must be downloaded from the proposalCENTRAL application site. Applicants must remove the final page of the Terms and Conditions document and sign and date it, indicating that they have reviewed the document. A scanned copy of the signed final page must be uploaded to your online application in the section for attaching files and the original must be returned to AACR with the paper copy of the application. Only original signatures will be accepted.

Uploading the attachments into your application. Once you have converted your attachments to PDF files, the next step is to upload the files to your online application.

- Make certain that the converted PDF files are closed on your computer.
- Open your application and go to the section for attaching files.
- Enter your own description of the file in the “Describe Attachment” field.
- Select the appropriate type of attachment from the drop-down list. *NOTE: After selecting attachment type, the screen will show the file types (e.g., PDF, .doc) that are allowed for that type of attachment. Only PDF attachments are permitted for this application submission.*
- Click on the “Browse” button to select the file from your computer.
 - ◆ A “choose file” dialog box opens for you to search for the template file on your computer’s hard disk or local area network.
 - ◆ Select the file and click “Open.”
 - ◆ The file location and name will display in the window adjacent to the “Browse” button.
- Click on the “Upload Attachment” button. You will get a confirmation message on your screen that the file was uploaded successfully. You will also see that your file is now listed in the “Uploaded Attachment” section of the screen. Two links are available in each row of an uploaded attachment: DEL and SHOW. “Del” allows you to delete the file, if necessary, and “Show” opens the uploaded file. **Open and review your uploaded file.**

In the section for attachments, all the required attachments are listed in the middle of the screen, just below where you upload your files. This list of required attachments helps you track completion and uploading of your required attachments. Once you upload a required attachment, that attachment type will be removed from the required list and will be displayed in the "Current list of uploaded attachments."

If you wish to modify the attached file, make the revisions to your *original* file on your computer (off-line), convert the file to PDF, and use the same process above to attach the newly revised file. **Delete any previously submitted versions of the file before submitting your application.**

SUBMITTING COMPLETE APPLICATION

- 11. PI DATA SHEET.** This is an automatically populated data sheet based on the applicants’ proposalCENTRAL profile. Information for gender, race, and ethnicity must be provided to AACR. If fields are not populated, go to Section 4, Applicant, and select the “Edit Professional Profile” tab in the center of the screen. The applicant must then go to the column on the left side of the screen, select “4) Personal Data for Application,” and enter his or her gender, race, and ethnicity. This information is for demographic purposes only. The Scientific Review Committee does not receive this information.
- 12. VALIDATE.** Validate the application on proposalCENTRAL. This is an essential step. An application that has not been validated cannot be submitted. ‘Validate’ checks for required data and required attachments. You will not be able to submit if all the required data and attachments have not been provided.
- 13. SIGNATURE PAGE(S) AND PRINT APPLICATION.** After successfully passing the validate check you are ready to print the signature pages and the attached PDF files.

Use the second print button “Print Signature Pages and Attached PDF Files.” Click this button to print the signature pages plus attached PDF files. Use your browser print option to print the Scientific Abstract for inclusion in the hard-copy submission.

Note: Data that you entered in the other sections of the proposal are automatically included in the signature pages. If information is missing in the signature pages, it could be because you have not entered the information in one of the proposal sections OR the information is not required for this grant program. If the institution’s Employer Identification Number (EIN) is not completed on the signature page, please request your institution to provide that information in their proposalCENTRAL profile.

Assemble the signature pages and all printed attachments in the order listed above on page 7. (Note: The print option “Print Signature Pages and Attached PDF Files” assembles the files in the order specified by the grantmaker.)

Obtain required signatures and make any requested copies. AACR requires one hard copy of the completed application and signature page with **original** signatures. Stamped or photocopied signatures will not be accepted.

If you are not a current AACR Member, you must apply for membership online at www.aacr.org or include a completed membership application and additional curriculum vitae with the hard copy of your grant application.

14. SUBMIT. After successfully passing the validate check and printing your documents, click the ‘Submit’ link. An e-mail will be sent to you confirming your submission.

Once your application is submitted you may view it by accessing the ‘Submitted’ link under the Manage Proposals tab. The status column will show “Submitted” and the date submitted. You may need to refresh your browser screen after submitting the application to see the updated status.

CHANGES TO YOUR APPLICATION

Withdrawal of Application. Please advise AACR promptly, in writing, should you decide to withdraw your application for any reason. Your letter (or e-mail) should include your name, the title of the proposal, and the reason for withdrawal.

Change of Address. Notify AACR in writing of any changes of address, e-mail or phone number, following the submission of an application. Include your name and the application number.

Change of Institution or Position. If you change your institution or professional position, contact AACR to determine whether your application is still eligible for review.

INQUIRIES

Inquiries or technical issues regarding proposalCENTRAL and the online application process should be directed to customer support at:

Phone: 1 (800) 875-2562 (toll-free) or (703) 964-5840 E-mail: pcsupport@altum.com

Inquiries about the program guidelines, eligibility requirements, and application materials can be directed to Ms. Hanna Hopfinger at AACR:

Phone: (267) 646-0665

E-mail: grants@aacr.org