



Pancreatic Cancer Action Network-AACR Pathway to Leadership Grants

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 Pathway to Leadership Grants represent a joint effort to ensure the future leadership of pancreatic cancer research by supporting outstanding early career investigators beginning in their postdoctoral research positions and continuing through their successful transition to independence. Applicants must have started their postdoctoral or clinical research fellowship on or after July 2, 2006; i.e., grant recipients must be in the first 5 years of their fellowship at the start of the grant term, and not already have a full-time tenure track assistant professor position (or equivalent).

The Pathway to Leadership Grant provides up to five years of support, for a total of \$600,000, consisting of two phases. The initial Mentored Phase lasts up to two years, during which time recipients will receive \$75,000 per year and are expected to work closely with their mentor(s) to develop their research. During the subsequent three years, recipients are expected to be in independent research positions and will be funded at \$150,000 per year.

It is anticipated that at least one Pathway to Leadership Grant will be funded for 2011.

Mentored Phase: This initial phase of mentored support will allow the applicant time to complete research, publish results, and prepare to bridge to an independent research position. As part of the application, the applicant must propose a research project and career development plan to pursue during the mentored phase. Funds will support the grantee's salary and benefits, direct research expenses, equipment, and career development and training expenses for up to two years during their postdoctoral or clinical research fellowship. The applicant and mentor together will be responsible for all aspects of the mentored research and career development program.

Applicants must be at a sponsoring institution/organization that has a research program in pancreatic cancer research as well as the faculty, facilities, and resources to support the proposed research endeavor. The individual must select an appropriate mentor with a track record of funded research related to pancreatic cancer research and experience as a supervisor and mentor. The sponsoring institution must ensure that the applicant has the protected time needed to conduct the proposed research. It is expected that the recipient will dedicate at least 75% time to completing the proposed research plus additional time fulfilling the career development plan.

Independent Phase: As part of the application, the applicant must propose a pancreatic cancer research project that will be pursued as an independent investigator during the second phase of the grant. Applicants may request \$150,000 of support per year, for up to three years following the mentored phase, to transition as an independent scientist to the sponsoring institution/organization to which the individual has been recruited. Funds will support the salary and benefits of personnel, direct research expenses, and equipment. This support will allow the individual to continue to work

towards establishing his/her own independent research program in pancreatic cancer research and progressing along the path to leadership within this critical field. Support for the independent phase is not automatic and is contingent upon several factors, including being accepted by an institution and the successful scientific review of the individual's mentored phase of the grant. Grant recipients are expected to apply for additional independent research grant support during the independent phase of the award.

APPLICATION DEADLINE

October 27, 2010 at 12 noon, Eastern Time

DECISION DATE

March 2011

RECOGNITION EVENT FOR GRANT RECIPIENTS AT AACR ANNUAL MEETING

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 first 5 years of a mentored training position 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 postdoctoral or clinical research fellowship on or after July 2, 2006). There are no citizenship requirements. The applicant institution will be the mentored phase institution.

Applicants who believe that they are at the level of postdoctoral or clinical fellow, but who 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 included 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 active 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 currently or previously 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 or the Pancreatic Cancer Action Network-AACR Innovative Grants.

Exception: If you are an M.D. who is considered a postdoctoral fellow, but you 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 a 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. 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

An applicant 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 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>]).

APPLICATION DOCUMENT REQUIREMENTS

The application includes several important sections. Four key sections relate to the applicant information and career development plan, proposed research during the mentored and independent phases of the grant, letters of reference, and statement of institutional support. Details about each of these four sections follow.

I. Applicant Information and Career Development Plan. Includes the following:

- a. Applicant's Background.** Applicants should describe their:

- i. past education and training in pancreatic cancer research;
 - ii. current research training or fellowship program;
 - iii. commitment to a career in pancreatic cancer research;
 - iv. potential to develop into a successful independent investigator; and
 - v. current as well as long-term research objectives. For individuals in postdoctoral positions with other titles, although still in non-independent training positions, describe evidence of non-independence.
- b. **Career Goals and Objectives.** Applicants should state their career goals and measurable objectives, including how the research proposed for the mentored phase of the grant will lead to independent investigator status.
- c. **Career Development Plan.** Separated into Year 1 and Year 2 of the mentored phase, applicants should describe the career development plan that will be pursued, and discuss how the plan will promote their success and scientific independence. The career development plan must be tailored to meet the specific needs of the applicant. Applicants should describe:
 - i. **Skill Development.** This includes activities that will lead to, for example, new and/or enhanced research, grant-writing, and communication and laboratory management skills and knowledge. The applicant should also describe how these skills will contribute to research productivity and facilitate the development of new approaches and directions for investigation. Courses or other activities that might allow the applicant to expand the scope of his/her research and improve the potential for success as an independent scientist are particularly encouraged.
 - ii. **Transition to Independence.** The applicant should describe the plan for transition including the indicators of success that will be used to determine their readiness for the independent phase (i.e., independent faculty position, publications, funding track record, etc.).
- d. **Training in the Responsible Conduct of Research.** Document prior instruction in, or propose plans to receive instruction in, the responsible conduct of research in terms of subject matter and duration. Applications not providing documentation of prior instruction in the responsible conduct of research must include a description of a program to receive formal or informal instruction in scientific integrity or the responsible conduct of research. Although AACR does not establish specific curricula or formal requirements, all applicants are encouraged to consider instruction in the following areas: conflict of interest, responsible authorship, policies for handling misconduct, policies regarding the use of human and animal subjects, and data management. Applications that do not demonstrate sufficient prior instruction or plans for future

training in the responsible conduct of research will be considered incomplete and may be returned to the applicant without review.

- e. **Applicant Statement.** If the mentor has current funding for this project or the applicant has a fellowship for a similar project, the applicant must justify the need for both the mentored phase and the independent scientist phase of the grant. In addition, the applicant must provide a convincing case that the proposed period of support (one to two years as a mentored applicant followed by up to three years as an independent scientist) will substantially enhance his/her career and allow the pursuit of a novel or promising approach to a particular issue in pancreatic cancer research.

II. **Research Project Proposal.** The Research Project Proposal includes several components, including a detailed proposal narrative. The proposal narrative is separated into four sections: a) Background and Significance to Pancreatic Cancer Research; b) Preliminary Studies; c) Research Description and Specific Aims; and d) Experimental Design and Methods. The applicant should consult with the mentor(s) regarding the development of these sections. When writing the proposal narrative, the following elements should be addressed in the respective section:

- a. **Background and Significance to Pancreatic Cancer Research.** The applicant should include a brief description of what is currently known about pancreatic cancer as related to the issue(s) addressed in the proposed project, the need for the proposed research, how this project will address important unanswered questions in the field and improve the understanding, detection, diagnosis, treatment or prevention of pancreatic cancer.
- b. **Preliminary Studies.** This section should demonstrate the quality of the applicant's research thus far as related to the topic or issue(s) addressed in the proposal. It should help establish the experience and competence of the applicant to successfully pursue the proposed project.
- c. **Research Description and Specific Aims.** This section should describe the research planned during both the mentored and independent phases of the grant, including specific research aims and objectives that will be pursued during each phase. It should discuss the significance, novelty and creativity of the ideas and/or approaches that are proposed for the project. For the mentored phase, describe what the applicant will accomplish that will enable him/her to launch an independent research program and compete successfully once independence is achieved. Indicate how the applicant will gain independence from his/her mentor(s) and achieve separation of his/her scientific research program. For the independent phase, be sure to include how this work is a

continuation from the mentored phase and the impact it will have on the field of pancreatic cancer research.

- d. Experimental Design and Methods.** This section should provide a detailed description and rationale for the experimental approach that will be used during the mentored and independent research phases. For each phase, a systematic plan should be proposed that includes: i) a description of the work to be accomplished as major tasks; ii) a timeline for completion and major milestones reflecting progress; and iii) tangible outcomes, products and deliverables, including biomarkers, novel therapies, and new technologies. If more than one mentor is proposed, their respective areas of expertise and responsibility should be described. Note: For research plans involving Phase I or Phase II clinical trials, plans for data and safety monitoring must be included. Documentation of the sponsoring institution's approved plan should be provided.

III. Letters of Reference. Letters of Reference are required from the mentor(s) and at least three well-established scientists that have worked with the applicant. The details for the required letters are as follows:

- a. Letter(s) of Reference by the Mentor(s).** The applicant must name a primary mentor who, together with the applicant, is responsible for the planning, direction, and execution of the mentored phase program. The applicant may also identify co-mentors as appropriate to the goals of the program. The primary mentor should hold a full-time faculty position at the sponsoring institution, be recognized as an accomplished investigator in pancreatic cancer research, have a track record of success in training individuals in postdoctoral positions who have gone on to become independent investigators, and have sufficient independent research support to cover any costs of the proposed research project in excess of the allowable costs of this grant. If the primary mentor is **not** an Active, Emeritus, or Honorary Member of AACR, applicants must provide at least one Letter of Reference from an Active, Emeritus, or Honorary Member of AACR. The Letter(s) of Reference by the Mentor(s) is uploaded directly to the applicant's online application by the mentor(s) and the endorser (if necessary). (Please see below on page 16, Section 6 for information on the submission of these letters.)

The letter from each mentor should include the following information:

- i.** description of the applicant and his or her qualifications for the grant, areas needing improvement, potential for independence, prospects of becoming a leader in the field of pancreatic cancer research, and characteristics that make this likely;

- ii. description of their own research qualifications generally and in pancreatic cancer specifically, and previous experience as a research supervisor;
- iii. description of their role as the applicant’s mentor and a plan that describes the nature of the supervision and mentoring that will occur during the proposed grant period, including a description of the elements of the planned research training, including any formal coursework that will be completed by the applicant, and details for transitioning the applicant from the mentored phase to the independent scientist phase of the grant;
- iv. if more than one mentor is proposed, their respective areas of expertise and responsibility, how each co-mentor will coordinate with the primary mentor and applicant, and agreement to provide annual evaluations of the applicant’s progress during the initial mentored phase;
- v. comment on the scientific merit and feasibility of the independent scientist phase of the application; and
- vi. brief explanation of how this research project is the applicant’s own research and not a duplication of the mentor’s research.

b. Letters from Well-Established Scientists. Applicants must have **at least three (but no more than five)** Letters of Reference submitted on their behalf from well-established scientists. These letters should be from individuals not directly involved in the application, but who are familiar with the applicant’s qualifications, training, and interests, including advisory committee members (if applicable). Each letter should address the qualities of the applicant as a researcher and professional, why they would be a good fit for this grant, their potential for becoming an independent investigator and a leader in the field of pancreatic cancer research, and the characteristics they have that make this likely. These letters, like the mentor reference letters, are intended to be confidential and therefore should be uploaded to the applicant’s online application by the authors themselves. (Please see below on page 16, Section 6 for details on how to submit these letters). Applications that are missing the required Letters of Reference may be delayed in the review process or not accepted.

IV. Statement of Institutional Support. A signed statement must be provided by the head or Dean of the institution sponsoring the mentored phase research. The statement should address the following elements:

- a. Institutional Environment and Commitment.** Describe the sponsoring institution’s scientific environment including the specific resources and facilities that will be available to the applicant. Provide assurance that these facilities and resources will be available for the applicant’s planned career development and research programs. It should be clear

that the institutional commitment to the applicant is not contingent upon receipt of the grant.

- b. Fit for Accomplishing Grant Goals.** Describe how the institutional research environment is particularly well-suited for the development of the applicant's research career and the pursuit of the proposed research plan and progression to the independent phase.
- c. Candidate's Dedicated Time.** Provide assurances that the candidate will be able to devote a minimum of 9 person-months (75% of full-time professional effort) to the implementation of the research plan. The remaining effort should be devoted to implementation of the career development plan and other activities related to enhancing the candidate's career as an independent scientist.
- d. Mentor Involvement.** Provide assurances that the proposed mentor(s) and other staff, as appropriate, will devote time and support to the candidate consistent with the proposed mentored research and career development plans.
- e. Visa Status.** If the applicant is not a U.S. citizen or permanent resident, the sponsoring institution must include information about his/her visa status and an assurance that the applicant's visa provides sufficient time to complete both phases of the grant at a U.S. institution.

EVALUATION OF APPLICATIONS

Applications are reviewed by the 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

- What is the applicant's record of research productivity, including the quality of peer-reviewed scientific publications?
- What is the quality of the applicant's pre- and postdoctoral research training experience, including expertise gained?
- To what extent does the application provide evidence of the applicant's research strength, creativity, and potential to develop and successfully implement an independent research program in pancreatic cancer research?
- How does the mentor(s) evaluate the applicant's strengths, areas needing improvement, potential to develop as an independent researcher and ability to contribute to the field of pancreatic cancer?

- Are the applicant's Letters of Reference from at least three well-established scientists in the field? Do the letters provide strong evidence that the applicant has a high potential to become an independent investigator and make a long-term contribution to pancreatic cancer research?
- Given the applicant's prior training, proposed career development plan, and the referees' evaluations, is it reasonable to expect that the applicant will be able to achieve an independent, tenure-track or equivalent position within the time period requested for completing the mentored phase of this grant?

Career Development Plan

- Are the content, duration and timeline of the career development plan proposed for the mentored phase of the grant appropriate given the applicant's current stage of scientific and professional development, and future goals?
- How does the proposed career development plan enhance or augment the applicant's training to date? Is it likely to substantially contribute to the scientific and professional development of the applicant, including his/her successful transition to independence?
- Is the additional proposed training needed and appropriate for the proposed research plan and the applicant's future career plans?
- To what extent are the plans for evaluating the applicant's progress during the mentored phase adequate and appropriate for guiding the applicant towards a successful transition to the independent phase of the grant?

Research Plan

- Is the proposed mentored phase research significant? Is the research plan well-thought out and scientifically sound?
- Are the scientific and technical merits of the mentored research question, experimental design and methodology appropriate for the applicant's level of training? Are they an appropriate vehicle for developing the research skills described in the career development plan? Are they appropriate for developing a highly successful independent research program?
- Is the proposed independent research phase scientifically sound? Is it a logical extension of the mentored research phase? Is the research proposed distinguishable from the mentor's research?
- Do both the milestones and specific aims show a logical progression of the research during the grant period?
- Does the project address an innovative hypothesis or challenge existing paradigms? Does the project develop or employ novel concepts, approaches, methodologies, tools, or technologies?

- To what extent is the proposed independent research phase likely to contribute significantly to pancreatic cancer research?
- To what extent is the proposed independent research phase likely to foster the career of the applicant as an independent investigator in pancreatic cancer research?

Mentor(s)

- To what extent does the mentor(s) have a strong track record in training future independent researchers in pancreatic cancer?
- To what extent are the mentor's research qualifications and experience, scientific stature, and mentoring track record appropriate for the applicant's career development needs?
- Does the mentor(s) have a plan to support the applicant's proposed mentored phase of career development and research, and transition to independence? Is this plan comprehensive, adequate and appropriate?

Environment and Institutional Commitment to the Applicant

- To what extent does the institution provide a high quality environment for the applicant's development? To what extent are the research facilities and educational opportunities, including collaborating faculty, adequate and appropriate for the applicant's research and career development goals during the mentored phase of the grant?
- What evidence is provided that the mentored phase sponsoring institution is strongly committed to fostering the applicant's development and transition to the independent phase?
- Is there adequate assurance that the required (minimum of 75%) effort of the applicant will be devoted directly to the proposed research plan and that their remaining time will be devoted to training, career development, and other research activities described in the application?

The Committee will consider each year's Pathway to Leadership 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 Pathway to Leadership Grants
Attn: Ms. Elizabeth Martin
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 under Section 13 below, with the **original** signatures of the applicant and institutional signing official. (Stamped or photocopied signatures will not be accepted.)
- Scientific Abstract (Printed from proposalCENTRAL)
- Budget (Printed from proposalCENTRAL)
- Applicant Information and Career Development Plan (template provided)
- Research Project Proposal (template provided)
- Budget Justification (template provided)
- Project Milestones (template provided)
- Applicant's Curriculum Vitae
- Statement of Institutional Support
- 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 should not exceed 75 characters in length (including spaces). Do not use abbreviations. A project title must be entered and saved before additional application 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 four templates: Applicant Statement and Career Development Plan Template, Research Project Proposal Template, Budget Justification Template and Project Milestones Template.

- Click the “Download” link to save the Applicant Information and Career Development Plan Template, 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, WordPerfect) 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 Section 10 below for instructions on how to complete and upload the templates. This application also requires additional attachments for which templates are not provided such as Applicant's Curriculum Vitae, Statement of Institutional Support, 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 lead mentor(s), 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 primary 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." Repeat the steps above for multiple mentors.

If at least one of the mentors is not an active, emeritus, or honorary member of AACR, a Letter of Reference request must also be sent to an endorser who is an active, emeritus, or honorary member of AACR. If one of the mentors is an AACR member, a Letter of Reference from an endorser **will not** be accepted in addition to the mentor's Letter of Reference.

Repeat the steps above for submitting Letters of Reference from at least three well-established scientists with whom the applicant has worked. As the Letters of Reference are uploaded directly 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 these letters in the evaluation of the application.

7. **SCIENTIFIC ABSTRACT.** Enter the abstract directly into proposalCENTRAL system. The abstract should be limited to 4,000 characters (including spaces) and must provide a clear, concise and comprehensive overview of both the proposed mentored phase research and independent phase research. For each, include the research 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, please select the research areas that are most applicable to this project. Select no more than two areas.

8. **BUDGET.** Enter expenses for the entire term of the grant. Under separate headings entitled mentored phase and independent phase, delineate the key personnel and non-personnel support requested. Eligible expenses for both the mentored phase and independent phase include: the grantee's salary and benefits; research/lab supplies; and equipment. Tuition and fees related to career development, including travel to research meetings or training, and professional membership dues are allowable expenses **only** for the mentored phase. Salary and benefits for key personnel other than the grantee are only permitted during the independent phase.

Indirect costs, general office supplies, institutional administrative charges (e.g., telephone, other electronic communication, IT network, etc.), and publication charges* are not allowable expenses on this grant. (*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 templates. 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):

- I. **Applicant Information and Career Development Plan.** *Complete on the template available from the proposalCENTRAL website. (Refer to page 6, Application Document Requirements, for content details.)* Limited to 4 pages. The information must be presented in this order:
 - a. Applicant's Background;
 - b. Career Goals and Objectives;
 - c. Career Development Plan (separated into Year 1 and Year 2 of the mentored phase);
 - d. Training in the Responsible Conduct of Research; and
 - e. Applicant Statement

- II. **Research Project Proposal.** *Complete on the template available from the proposalCENTRAL website.* Present the required information in this order:
 - a. **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.

 - b. **Lay Abstract.** This abstract, limited to 4,000 characters, must provide a clear, concise and comprehensive overview of the proposed work. The lay abstract should be different from the scientific abstract described in Section 7 above. Please make sure to prepare the lay abstract in language suitable for a non-scientific audience of pancreatic cancer survivors. Using three separate sections, briefly describe the: i) mentored phase research; ii) independent phase research; and iii) career development plan. Each of your research sections 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.

 - c. **Proposal Narrative.** *(Refer to page 8, Application Document Requirements, for content details.)* Limited to 10 pages, including figures and tables. The Table of Contents, Lay Abstract, Facilities, References and Other Support sections do not count against this page limit. The information must be presented in this order:
 - Background and Significance to Pancreatic Cancer Research;
 - Preliminary Studies;
 - Research Description and Specific Aims; and
 - Experimental Design and Methods (for both the mentored phase and the independent phase).

 - d. **Facilities.** Limited to 2 pages. Please provide a description of the research facilities, resources, and equipment to allow implementation of the research program.

 - e. **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.

 - f. **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 – 06/30/2016). 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

III. Budget Justification. *Complete on the template available from the proposalCENTRAL website.* Limited to 2 pages. Under separate headings entitled mentored phase and independent phase, justify all personnel and non-personnel support that is being requested for research and, in the case of the mentored phase, career development expenses. Percent effort of the applicant must be specified for the mentored and independent phases. Detailed justification is required for budget requests for equipment that exceed 10% of the budget.

Note: Please note that a mentor is required only for the initial mentored phase and not for the independent phase. Indirect support and salary for mentors, secretaries, and administrators are not allowed on this grant.

IV. Project Milestones. *Complete Column A of the Milestones Template available from the proposalCENTRAL website.* 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.

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

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

VI. Statement of Institutional Support. *(Refer to page 10, Application Document Requirements, for content details.)* This statement is from the head or Dean of the institution supporting the mentored phase research.

VII. Mentor(s) Biographical Sketch. The biographical sketch(s) must be in English. The NIH Biographical Sketch Form and the NCI Short Form are both acceptable formats.

VIII. 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.*
- 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 Cover/Signature Pages' and the attached 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. Follow the Program Guidelines and Application Instructions for any additional requirements for printing and submitting any other proposal information in the hard-copy submission.

Note: Data that you entered in the other sections of the proposal are automatically included in the cover/signature pages. If information is missing in the cover/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/cover pages and all printed attachments in the order listed above on page 14. (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 only 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 email 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. Elizabeth Martin at AACR:

Phone: (267) 646-0664

E-mail: grants@aacr.org