Neuroendocrine Tumor Research Foundation-AACR Grant

2018 Program Guidelines and Application Instructions

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PROGRAM GUIDELINES

PROGRAM SUMMARY

The Neuroendocrine Tumor Research Foundation-AACR Grant represents a joint effort to promote and support innovative cancer research. This grant is available to independent junior and senior investigators to develop and study new ideas and innovative approaches that have direct application and relevance to neuroendocrine tumors. Proposed research may be in any discipline of basic, translational, or clinical cancer research.

Applications are invited from researchers currently in the field as well as investigators with experience in other areas of cancer or biomedical research who have promising ideas and approaches that can be applied to neuroendocrine tumor research.

The grant provides $250,000 over two years for expenses related to the research project, which may include salary and benefits of the grant recipient and any collaborators (grant recipient/collaborator salaries limited to 25% of the total grant), postdoctoral or clinical research fellows, graduate students (including tuition costs), and research assistants, research/laboratory supplies, equipment, travel, publication charges for manuscripts that pertain directly to the funded project, and other research expenses (indirect costs not permitted).

It is anticipated that one grant will be funded.

APPLICATION DEADLINE
January 9, 2018, at **1:00 p.m.** U.S. Eastern Time

NOTIFICATION OF AWARD
March 2018

ANNUAL GRANTS RECEPTION AND DINNER AT AACR ANNUAL MEETING 2018
April 17, 2018 – Grant recipient must attend the Grants Reception and Dinner to formally accept the grant. Grant funds may be used to support the grantee's registration and attendance at this Annual Meeting.

START OF GRANT TERM
July 1, 2018

APPLICANT ELIGIBILITY CRITERIA
Applicants must have a doctoral degree (including PhD, MD, DO, DC, ND, DDS, DVM, ScD, DNS, PharmD, or equivalent) in a related field and not currently be a candidate for a further doctoral degree.

Applications will be accepted from independent investigators at all levels who are affiliated with an academic, medical, or research institution anywhere in the world. *(There are no citizenship or geographic requirements. However, by submitting an application for this grant, an applicant applying from an institution located in a country in which they are not a citizen or a permanent resident assures that the visa status will provide sufficient time to complete the project and grant term at the institution from which they applied.)*

Employees or subcontractors of a U.S. government entity or for-profit private industry are not eligible.

Employees or subcontractors of a U.S. government entity or for-profit private industry may serve as Collaborators, but no grant funds may be directed towards these individuals.

AACR membership is required. Nonmembers interested in this grant opportunity must submit a satisfactory application for AACR Active Membership by Tuesday, January 9, 2018. The application will be applied to 2018 membership dues. Applications may be submitted using the Official Application for Membership online or downloaded as a PDF and submitted to the AACR office with the required documents.

Any individual who currently holds an active AACR grant may not apply. Current recipients of a Neuroendocrine Tumor Research Foundation grant not administered by the AACR may apply, but may not request funding for costs already supported by the existing grant. Past grantees may apply if they complied with all progress and financial report requirements.

Investigators may submit only **one** application for the Neuroendocrine Tumor Research Foundation-AACR Grant but may concurrently apply for other AACR grants. However, applicants are expected to accept the first grant they are awarded. Individuals may accept and hold only one AACR grant at a time.

Postdoctoral or clinical research fellows or the equivalent who are working under the auspices of a scientific mentor are not eligible to apply. Qualified fellows are invited to apply for an AACR Fellowship. Members of the Scientific Review Committee are not eligible to apply for a Neuroendocrine Tumor Research Foundation-AACR Grant.

All applicants with questions about eligibility should contact AACR's Scientific Review and Grants Administration Department (AACR's SRGA) at grants@aacr.org **before** submitting an application.

RESEARCH PROJECT CRITERIA
Proposals will be accepted for new ideas and innovative approaches that have direct application and relevance to neuroendocrine tumors. Proposed research projects can be in any discipline including basic, translational, or clinical cancer research.

Applications are invited from researchers currently in the field as well as from investigators with experience in other areas of cancer or biomedical research who have promising ideas or approaches that they will directly apply to neuroendocrine tumors. Investigators who have powerful experimental tools that will lead to a better understanding of the biology of these tumors, that will elucidate the mechanisms of currently available therapies or identify new treatment targets for neuroendocrine tumors are encouraged to apply. However, the applicability of the proposed project to neuroendocrine tumor research must be fully described. A track record of research in this specific field is not a requirement for funding.

EVALUATION OF APPLICATIONS
Applications are peer-reviewed by a Scientific Review Committee comprised of senior researchers and physician-scientists respected for their own accomplishments in neuroendocrine tumor research and as leaders in the field. The President of AACR will appoint the members of the Scientific Review Committee. The Committee will consider the following criteria when reviewing applications and determining funding decisions:

- *Investigator.* Is the applicant well suited to the project? Does the applicant have appropriate experience and training to successfully complete the proposed project? Has the applicant achieved, or have the potential of achieving, a track record, of accomplishments to advance this field?
- *Innovation.* Does the application challenge and seek to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Are such concepts, approaches or methodologies, instrumentation, or interventions novel to one field of research or novel in a broad sense and/or do they reflect a refinement, improvement, or new application?
- *Originality.* Is this research project unique and non-duplicative of other projects currently in the field?
- *Significance.* Does the project address an important problem or a critical barrier to progress in the field? If the aims of the project are achieved, how will scientific knowledge, technical capability, and/or clinical practice be improved?
- *Approach.* Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Are potential problems, alternative strategies, and benchmarks for success presented? Is the budget fully justified and reasonable in relation to the proposed project?
- *Environment.* Is sufficient evidence provided of institutional commitment to the applicant? What institutional support, equipment, and resources are available to the applicant and are they adequate to successfully complete the proposed project?

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

TOBACCO INDUSTRY FUNDING AND CONFLICTS OF INTEREST STATEMENT
Scientific investigators or health professionals who are funded by the tobacco industry for any research project are not eligible for any AACR grant. Grantees who accept funding from the tobacco industry for any research project during the term of an AACR grant must inform the AACR of such funding, whereupon the AACR grant will immediately be terminated.

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.

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

APPLICATION INSTRUCTIONS

APPLICATION PROCEDURES

AACR requires applicants to submit an online application by **1:00 p.m.** U.S. Eastern Time on **Tuesday, January 9, 2018**, using the proposalCENTRAL website at https://proposalcentral.altum.com.

In order to submit a complete application, applicants need to enter information directly into the online application platform as well as upload a number of documents. The following instructions provide details about information that needs to be entered and the materials that need to be uploaded. The section numbering corresponds with the section number of the Application Instructions and the online proposalCENTRAL application.

Information to be Entered Directly into proposalCENTRAL	Application Instructions Section	proposalCENTRAL Section
Project Title	1. Title Page	1) Title Page
Applicant Information	4. Applicant	4) Applicant
Institution and Contact Information	5. Institution & Contacts	5) Institution & Contacts
Collaborator Information (if applicable)	6. Collaborators	6) Collaborators
Scientific Abstract	7. Scientific Abstract	7) Scientific Abstract
Budget	8. Budget	8) Budget
Organizational Assurances	9. Organizational Assurances	9) Organizational Assurances

Templates	Application Instructions Section	proposalCENTRAL Section
Research Project Proposal Template	10.A. Application Documents	10) Application Documents
Secured Other Support Template	10.B. Application Documents	10) Application Documents
Pending Other Support Template	10.C. Application Documents	10) Application Documents
Budget Justification Template	10.D. Application Documents	10) Application Documents
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Additional Materials	Application Instructions Section	proposalCENTRAL Section
Applicant's Biographical Sketch	10.F. Application Documents	10) Application Documents
Letter of Institutional Commitment*	10.G. Application Documents	10) Application Documents
Collaborator Biographical Sketch(es) (if applicable)	10.H. Application Documents	10) Application Documents
Letter(s) of Collaboration (if applicable)	10.I. Application Documents	10) Application Documents
Supporting Documentation (if applicable)	10.J. Application Documents	10) Application Documents
Appendices (if applicable)	10.K. Application Documents	10) Application Documents

Materials to be Downloaded, Printed, Signed, Scanned and Uploaded	Application Instructions Section	proposalCENTRAL Section
Grant Agreement Signature Page	10.L. Application Documents	10) Application Documents
Application Signature Page	10.M. Application Documents	13) Signature Page(s)

GETTING STARTED IN proposalCENTRAL
If you are a new user of proposalCENTRAL, click the orange "CREATE ONE NOW" button and complete the registration process. After logging in complete your Professional Profile (green tab, second 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 login information, click on the "Forgot Your Username/Password?" link.

To start an application, select the "Grant Opportunities" tab (gray tab, furthest to the right). A list of applications will be displayed. The list of applications can be filtered for just this organization by selecting "American Association for Cancer Research" in the drop-down menu at the top and clicking "Filter List by Grant Maker." Find the "Neuroendocrine Tumor Research Foundation-AACR Grant" and click the "Apply Now" link (second to last column) to create your application.

If you have difficulties registering, logging in, or creating your application, contact proposalCENTRAL Customer Support at 800-875-2562 or 703-964-5840 or by e-mail at pcsupport@altum.com. See the proposalCENTRAL FAQ section, https://proposalcentral.altum.com/FAQ/FrequentlyAskedQuestions.asp, for additional information.

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. The title is limited to no more than 75 characters (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, Grant Agreement document, and all templates can be downloaded from this page. See Section 10 of the Application Instructions for how to complete and upload the templates. This application also requires additional attachments for which templates are not provided (applicant's biographical sketch, Letter of Institutional Commitment, biographical sketch(es) of collaborator(s) [if applicable], Letter(s) of Collaboration [if applicable], Supporting Documentation [if applicable], and Appendices [if applicable]).

3. **ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.** Optional.

4. **APPLICANT.** Enter information for the applicant. Applicants must include their contact information, including e-mail address, phone number, and mailing address.

5. **INSTITUTION & CONTACTS.** Enter information regarding the applicant's institution and signing official.

6. **COLLABORATORS.** Collaborators are optional. Collaborators are independent researchers who have an integral role on the proposed project. Do not enter information for fellows or research assistants working on the proposed project as they are not considered collaborators. While collaborators are allowable, note that co-Principal Investigators are NOT permitted.

7. **SCIENTIFIC ABSTRACT.** The abstract is limited to 3,000 characters (including spaces) and should 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.

   NOTE: The proposalCENTRAL system does not lock the scientific abstract field after 3,000 characters have been entered. You may erroneously enter more than the maximum allowed. Excessive spacing in your scientific abstract (e.g., line breaks or spaces between paragraphs) also affects the character limit. To ensure that your abstract submission is not too long, before proceeding to the next section, click the red "Save" button at the top or bottom of the screen. If your scientific abstract is too long, you will receive an error message at the top of the page.

   From the lists provided, select the research areas that are most applicable to this project (*select no more than two*), indicate how you found out about this grant opportunity, and select the tumor site that is most applicable to this project (*select only one*).

8. **BUDGET.** Applicants must submit a budget in the amount of $250,000 total over a two-year grant term. Enter proposed expenses related to the research project, which may include the salary and benefits of the grant recipient and any collaborators, postdoctoral or clinical research fellows, graduate students (including tuition costs), and research assistants; research/laboratory supplies; equipment; travel; publication charges for manuscripts that pertain directly to the funded project; and other research expenses. The percentage of salary requested may not exceed the percent effort of the applicant. See Grant Agreement document for information on publishing in AACR journals. **No more than 25%** of the total budget can be allocated to grant recipient and collaborator salary and benefits. No grant funds may be directed to collaborators or consultants working within U.S. government entities or for-profit private industry. Budget requests for equipment that exceed 5% of the total budget must be accompanied by a detailed justification.

   Up to $3,000 per year may be used for registration, housing, travel, and subsistence expenses related to attendance at any AACR- or Neuroendocrine Tumor Research Foundation-sponsored conference applicable to the research project. Grantee **must** attend the AACR Annual Meeting 2018 to formally accept the grant during the annual Grants Reception and Dinner and the grantee **must** attend one Neuroendocrine Tumor Research Foundation-sponsored conference per year. Travel funds are for the grantee **ONLY**. Up to $2,500 may be allocated from the grant to support the grantee's registration and attendance at any individual meeting or conference.

   As the grant term begins after the Annual Meeting to which the grantee must attend, the AACR recommends that the Institution utilize existing discretionary funding to cover the grantee's travel costs. When the grant term begins, the Institution may transfer the applicable AACR-allowed travel charges from the discretionary fund to the grant fund. This transfer must be reflected in the first

financial report of expenditures submitted to the AACR.

Indirect costs, tuition, professional membership dues, and any other research-related expenses not directly related to the project are **not** allowable expenses. For the purposes of this grant, any general office supplies or individual institutional administrative charges (e.g., telephone, other electronic communication, utilities, IT network, etc.) are considered to be part of indirect and are **not** allowable budget line items. In addition, no grant funds may be directed towards salary or benefits of any individuals from a U.S. government entity or for-profit industry, nor for any research expenses related to the project that are incurred by these individuals.

A detailed budget justification explaining the allocation of the grant funds must accompany the application. See Section 10.D. for Budget Justification template instructions.

9. **ORGANIZATIONAL ASSURANCES.** Select the appropriate assurances options for your proposed research and complete the Approved or Pending Date field as appropriate (i.e., mm/dd/yyyy, N/A, or None). The assurances/certifications are made and verified by the signature of the institutional official signing the application. If a grant is awarded, IRB and/or IACUC approval (if applicable) must be submitted in writing to the AACR's SRGA.

10. **APPLICATION DOCUMENTS.**
Formatting Instructions. Applicants must adhere to the following instructions in completing the templates. Failure to observe type size specifications and page limits will 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 0.75 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.
    - o 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.
    - o 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.
    - o Do not insert Quick Time or TIFF objects into your document.
    - o Anchor the images that you embed in your document.
    - o Once you have anchored the inserted image, you can format text to wrap around the image.
    - o Do not edit your images in Word. Use a graphics program.
    - o Do not embed your images in tables, text boxes, and other form elements.
    - o Do not add annotations over the images in Word. Add annotations to the images in a graphics program.

When a template is provided, the template <u>MUST</u> be used. Prepare and upload the following documents into your application in portable document format (PDF):

A. **Research Project Proposal.** *Applicants are required to use the template available from the proposalCENTRAL website. 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 must not exceed one page.

   II. **Proposal Narrative.** Limited to six pages, including figures and tables. The Contents Page, Facilities, and References sections do not count against this page limit. The Proposal Narrative must be presented in this order: (A) Title of Research Project; (B) Introductory Statement, Background, Preliminary Data, and Rationale; (C) Specific Aims; (D) Research Design and Methods*; (E) Statement of Innovation (describing how the proposed study employs a new idea and/or innovative approach); and (F) Significance and Statement of Relevance.

   > ***Note that AACR strongly encourages the authentication of cell lines intended for use in the proposed research project.** If use of cell lines is proposed, it is encouraged that information related to cell line authentication is included in the Research Design and Methods section of the proposal. For a list of cell line authentication services, please visit: http://aacrjournals.org/content/cell-line-authentication-information

   III. **Facilities.** Limited to two pages. Please provide a description of the research facilities, resources, and equipment that are available to the applicant and that will allow successful implementation of the proposed research program.

   IV. **References.** Limited to three pages. AACR reference style follows that of the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*. Note that the *Uniform Requirements* specify that for articles with more than six authors, the names of the first six authors must be listed, followed by "et al." For articles with six or fewer authors, all authors should be listed.

B. **Secured Other Support.** *Applicants are required to use the template available from the proposalCENTRAL website.* In the table provided, list all **existing** support (institutional, federal, etc.) that has been **secured** and will be used in whole or in part by the applicant during the term of this grant (07/01/2018-06/30/2020). Only funding sources that provide support specifically for the applicant should be listed, which includes 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 as Stated in Grant Proposal (summaries will NOT be accepted)

C. **Pending Other Support**. *Applicants are required to use the template available from the proposalCENTRAL website.* In the table provided, list all **pending** support (institutional, federal, etc.) that will, **if secured**, be used in whole or in part by the applicant during the term of this grant (07/01/2018-06/30/2020). Only funding sources that provide support specifically for the

applicant should be listed, which includes grants for which the applicant is not the Principal Investigator. This may include different projects. For each pending 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 as Stated in Grant Proposal (summaries will NOT be accepted)

NOTE: If at any time prior to selection and notification an applicant is awarded any funding that may overlap with the 2018 Neuroendocrine Tumor Research Foundation-AACR Grant, the applicant must notify the AACR immediately.

D. **Budget Justification.** *Applicants are required to use the template available from the proposalCENTRAL website.* Limited to three pages. Applicants must submit a budget in the amount of $250,000. Percent effort of the applicant on the proposed project must be indicated. Applicant must also indicate their salary and, if any part of their salary is requested, the percentage of salary requested may not exceed the percent effort the applicant will dedicate to the project. In addition, identify by name and title any additional personnel, including collaborators, and their specific responsibilities, during each year of the proposed project. Note if individual is a postdoctoral or clinical research fellow. For positions that are not yet filled, indicate "**TBD**" in the name field. **Grant recipient and collaborator(s) salary and benefits are limited to 25% of the total budget**. Include details on any research/laboratory supplies, equipment, travel, publication charges for manuscripts that pertain directly to the funded project, and other research expenses being requested. Detailed justification is required for equipment that exceeds 5% of the total budget.

Travel expenditures cannot exceed $3,000 per year. Travel funds are for the grantee **ONLY**. No more than $2,500 may be allocated to support registration and attendance at any individual meeting or conference.

E. **Project Milestones.** *Complete only **Column A** of the Milestones Template available from the proposalCENTRAL website.* The Milestones Template is meant to list the various steps necessary to complete your research goals and the estimated time it will take to complete each step. Please list your name and the specific aims for the proposed project at the top of the template. Underneath each time period, identify the steps that will be needed to accomplish the aim(s) in that time period. For each step, note the corresponding aim in parentheses. Rows may be added/deleted to the template as needed. For the purposes of submitting the template with your application, **only the information requested above entered into Column A is needed**. Reporting progress towards milestones further utilizing this template will be incorporated into the biannual reporting requirements for the project if funded.

F. **Applicant's Biographical Sketch.** The biographical sketch must be in English. Only the NIH Biographical Sketch Form [OMB No. 0925-0001/0002 (Rev. 10/2015)] is acceptable.

G. **Letter of Institutional Commitment.** The letter must be written by the department head, dean, or other senior member of the institution on behalf of the applicant and addressed to the Scientific Review Committee. It should explain the applicant's relationship with the institution, and the nature and extent of support for the proposed research available from the institution, including laboratory space and financial and other resources.

*Note: Letters for Junior Faculty
If the applicant is considered by the AACR to be junior faculty (i.e., holds a faculty position with the title of instructor, research assistant professor, assistant professor, or equivalent, has completed most recent doctoral degree (or medical residency if MD) within the past 11 years (i.e., degree cannot have been conferred **before** July 1, 2007), and has independent laboratory space), the following additional criteria must also be addressed in Letter of Institutional Commitment.

- Confirm the eligibility of the applicant for the grant program (if eligibility is based upon a pending promotion, the title of the new position and start date must be stated);
- Confirm that the applicant has independent laboratory space;
- Critically evaluate the scientific merit and novelty of the proposed research;
- Describe the scientific independence demonstrated by the applicant in previous work;
- Confirm the dedication of the applicant to intestinal carcinoid and/or pancreatic neuroendocrine tumor research.

H. **Biographical Sketch(es) of Collaborator(s).** Submit a biographical sketch for every collaborator listed in Section 6. The biographical sketch must be in English. Only the NIH Biographical Sketch Form [OMB No. 0925-0001/0002 (Rev. 10/2015)] is acceptable.

I. **Letter(s) of Collaboration. A Letter of Collaboration must be uploaded for every collaborator** listed in Section 6. The letter should confirm the scope of the collaborators' involvement in the proposed research.

J. **Supporting Documentation.** An example of acceptable supporting documentation is a letter of commitment from a clinician, drug manufacturer, or any individual/organization providing data or materials necessary for the proposed research. Supporting Documentation should state a commitment to provide stated data/materials or confirm applicant's access to said data/materials. Supporting Documentation should be included only to provide information on the ability to provide for a research need, and should not comment on the applicant, or research environment. **Any documentation deemed by AACR's SRGA to be an additional letter of reference for the applicant is not considered supporting documentation and will be removed from the application**. Each supporting document is limited to one page and must be presented on the appropriate institutional or company letterhead.

There is no limit to the number of supporting documents that may be provided; however, documents that do not satisfactorily meet the description of supporting documentation provided above, or uploads such as tables, charts, articles, and other inappropriate additional materials

will be removed.

K. **Appendices.** Appendices are not required and may **ONLY** be used for the following materials. Appendices are not to include figures, tables, or other data that otherwise should be contained within the Proposal Narrative. The following materials are permitted:

- Clinical Trial Protocols
- Unpublished Manuscripts. (Manuscripts that have been published should not be attached as appendices. Instead, please list the citation on the References page.)
- <u>Large size</u> versions of figures and/or <u>detailed legends</u> presented in the Proposal Narrative.
  - o The use of this appendix is in no way intended to increase the Proposal Narrative page limit. Use of this appendix is restricted to no more than one or two pages of figures and/or legends. This appendix is to be used when reducing the size of the figure or legend to fit within the proposal narrative would significantly compromise the quality of the image. In no case should there be more than one page of text in this appendix. **Overuse or misuse of this appendix may result in your application being rejected or your appendix being removed from your application.**

L. **Grant Agreement Document.** In order to ensure that the applicant is informed of the terms and conditions of the grant should they be selected as a recipient, a copy of the Grant Agreement must be downloaded from the proposalCENTRAL site. Applicants must remove the final page of the Grant Agreement document and sign and date it, indicating that they have reviewed the document. An electronic/digital signature is permitted.

The terms and conditions of this grant may be modified or amended by the AACR prior to execution of the Grant Agreement. In addition, the grant recipient's institution may request revisions to the following sections of the Grant Agreement prior to execution: VII.Reporting Requirements.F.; XII.Indemnification; XIII.Term and Termination.F.; and XIV.Miscellaneous.A. Only in special circumstances will revisions be considered to sections other than those noted above.

The **signed** <u>Grant Agreement final page must be uploaded to your online application in the Application Documents section.</u>

M. **Signed Signature Page.** In order to ensure that the applicant and institution have approved the application, applicants must print the signature pages, as described in Section 13 below, and obtain both required signatures. The **signed signature page** (with original signatures from the applicant and institution's signing official) must then be *scanned and uploaded* into the online application in the Application Documents section. These signatures transmitted by electronic means shall have the same force and effect as original signatures.

The **signed** <u>Signature Page must be uploaded to your online application in the Application Documents section.</u>

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. *Only PDF attachments are permitted for this application submission.*

- Open your online 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:*
- Click on the "Browse" button to select the file from your computer.
- 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, convert the file to PDF, and use the same process as above to attach the new 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 applicant's proposalCENTRAL profile. Information for gender, race, and ethnicity must be provided to the 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 their gender, race, and ethnicity. 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 attachments. You will not be able to submit if all the required data and attachments have not been provided.

13. SIGNATURE PAGE(S). Use the "Print Signature Pages" button to download the Signature Pages. Signatures are only required on the first page. This page can be printed, original signatures obtained, and then uploaded to your online application **OR** electronic/digital signatures are permitted. These signatures transmitted by electronic means shall have the same force and effect as original signatures. Do not upload the Application Contacts or Scientific Abstract pages with the signed Signature Page.

NOTE: Data entered in the online application 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 online application 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 that your institution provides that information in their proposalCENTRAL profile.

While the "Print Signature Pages" option allows applicants to download the Signature Page, Application Contacts, Scientific Abstract, and Budget, the AACR **strongly encourages** applicants to

also utilize the "Print Signature Pages and Attached PDF Files" option. This option can be used if your institution wishes to review the full application but also should be utilized by the applicant to ensure that the Scientific Abstract does not cut-off in this view and that your attachments loaded properly. The following application materials will **not** be present when utilizing this option: Pending Other Support, Grant Agreement Signature Page, and the Signature page containing the required signatures. Absence of these materials should **not** be considered an error. If your institution requires all components of the application to review, the above documents need to be printed individually by the applicant and added.

Excessive spacing in your Scientific Abstract (e.g., line breaks between paragraphs) can cause the abstract to not fully appear in the Signature Page view, even if under the 3,000-character limit. You may want to further edit your Scientific Abstract prior to submission if it does not fully appear. In addition, errors may occur when the uploaded pdf files are assembled by the system. Please check to ensure that all pages of every document included appear in the "Print Signature Pages and Attached PDF Files" option. If you are having any issues with this print option, please contact proposalCENTRAL customer support at 703-964-5840, or toll free at 1-800-875-2562, or by e-mail to pcsupport@altum.com.

AACR membership is required. Nonmembers can apply for membership using the Official Application for Membership submitted to the AACR with the required documents or apply online. Lapsed members can renew their membership through their myAACR account. Applicants interested in this grant opportunity must submit a satisfactory application for AACR Active Membership, and be members in good standing, by **Tuesday, January 9, 2018**. The application will be applied to 2018 membership dues. Should you be deemed ineligible for AACR Active Membership, which is required to apply for this grant, your application will be withdrawn from consideration.

14. **SUBMIT.** After successfully passing the validate check, 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 the AACR promptly, in writing, should you decide to withdraw your application for any reason. Your correspondence should include your name, the grant opportunity to which you applied, the project title, and the reason for withdrawal.

Change of Address. Notify the 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. The e-mail address provided with your application will be utilized for all official communication about your submission including the recipient selection results, your Professional Profile in proposalCENTRAL must be kept up to date.

Change of Institution or Position. If you change your institution or professional position, contact the 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 703-964-5840, or toll free at 1-800-875-2562, or by e-mail at pcsupport@altum.com.

Inquiries about the program guidelines, eligibility requirements, and application materials can be directed to Ms. Cory A. Prescott at AACR at 215-446-7280, or by e-mail at grants@aacr.org.

MORE ABOUT THE PARTNERS

The Neuroendocrine Tumor Research Foundation (NETRF) was formerly the Caring for Carcinoid Foundation. The new name is more inclusive of all types of neuroendocrine cancer and better reflects the current medical terminology for the disease.

The mission of the Neuroendocrine Tumor Research Foundation is to fund research to discover cures and more effective treatments for carcinoid, pancreatic, and related neuroendocrine cancers. To achieve rapid discovery of cures, the NET Research Foundation directs its donations to fund breakthrough scientific research of neuroendocrine cancers. The NETRF research portfolio has expanded to include an aggressive, diversified portfolio of basic and clinical projects. They pursue multiple pathways for identifying promising research. Since its inception, the NET Research Foundation has awarded over $18 million in large-scale, multi-year research grants to leading scientists at renowned research institutions, and is actively funding research. To learn more, visit www.netrf.org.

Founded in 1907, the American Association for Cancer Research (AACR) is the world's first and largest professional organization dedicated to advancing cancer research and its mission to prevent and cure cancer. AACR membership includes more than 37,000 laboratory, translational, and clinical researchers; population scientists; other health care professionals; and patient advocates residing in 108 countries. The AACR marshals the full spectrum of expertise of the cancer community to accelerate progress in the prevention, biology, diagnosis, and treatment of cancer by annually convening more than 30 conferences and educational workshops, the largest of which is the AACR Annual Meeting with more than 21,900 attendees. In addition, the AACR publishes eight prestigious, peer-reviewed scientific journals and a magazine for cancer survivors, patients, and their caregivers. The AACR funds meritorious research directly as well as in cooperation with numerous cancer organizations. As the Scientific Partner of Stand Up To Cancer, the AACR provides expert peer review, grants administration, and scientific oversight of team science and individual investigator grants in cancer research that have the potential for near-term patient benefit. The AACR actively communicates with legislators and other policymakers about the value of cancer research and related biomedical science in saving lives from cancer. For more information about the AACR, visit www.AACR.org.