



AACR-Bayer Stimulating Therapeutic Advances through Research Training (START) Grants

2020 Program Guidelines and Application Instructions

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PROGRAM GUIDELINES

PROGRAM SUMMARY

Dramatic advances made in recent years towards precision medicine initiatives, biomarker and novel target identification, and high-throughput examination of genomic data, have resulted in a trove of valuable data that can inform the development of new therapeutics to combat cancer. However, to effectively harness this wealth of information and advance the discovery and development of new therapies for cancer patients, enhanced collaboration between academia and industry will be needed.

The AACR-Bayer Stimulating Therapeutic Advances through Research Training (START) Grants represent an exciting and novel initiative to encourage and support such collaboration. These grants, which will provide support to postdoctoral or clinical research fellows, combines research experiences in both an academic and industry setting, following a research timeline that will be of greatest benefit to the proposed work. The training provided through this grants program will be invaluable to young investigators, by allowing fellows to attain a comprehensive research experience that will make them highly desirable to potential employers in either academic research or the pharmaceutical industry. Likewise, academic research centers and industry will benefit from the introduction of such dual-trained individuals into the field.

Each fellowship provides a three-year grant of \$225,000 to support the salary and benefits of the fellow while working on a mentored cancer research project. **Proposals focused on clinical research are highly encouraged.** Applicants must plan to spend one year on site at a Bayer facility. One of a number of Bayer's locations are possible, at the discretion of Bayer. The year at Bayer will be determined on a case-by-case basis, and will be at a time agreed upon by the fellow, the academic supervisor, the Bayer mentor, and Bayer. The research proposed for funding must have direct applicability to clinical translation and development in solid tumors and hematologic malignancies.

APPLICATION DEADLINE

June 30, 2020 at **1:00 p.m.** U.S. Eastern Time

NOTIFICATION OF AWARD

September 2020

START OF GRANT TERM

October 1, 2020

ANNUAL GRANTS RECEPTION AND DINNER AT AACR ANNUAL MEETING 2021

April 13, 2021 – 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.

APPLICANT ELIGIBILITY CRITERIA

Applicants must have a doctoral degree (PhD, MD, MD/PhD, or equivalent) in a related field and not currently be a candidate for a further doctoral degree.

At the start of the grant term on October 1, 2020, applicants must:

- Hold a full-time, mentored research position with the title of postdoctoral fellow, clinical research fellow, or the equivalent
 - If eligibility is based on a future position, the position must be confirmed at the time of application, and **CANNOT** be contingent upon receiving this grant.
 - If the future position is at a different institution than the applicant's current institution, the applicant must contact the AACR's Scientific Review and Grants Administration Department (AACR's SRGA) at grants@aacr.org **before** submitting their application for information on additional verification materials/signatures that may be required.
- Have completed their most recent doctoral degree **within the past five years** (*i.e., degree cannot have been conferred before October 1, 2015; the formal date of receipt of doctoral degree is the date the degree was conferred, as indicated on their diploma and/or transcript*)
 - Applicants with a medical degree must have completed their most recent doctoral degree or medical residency - **whichever date is later** - within the past five years.
- Work **under the auspices of a mentor** at an academic, medical, or research institution in the United States of America
 - There are no citizenship requirements. However, by submitting an application for this grant, the applicant who is not a U.S. citizen or a permanent resident assures that the visa status will provide sufficient time to complete the project and grant term.

An exception to the five-year window may be granted for parental leave or other well-justified leave from research for pressing personal or family situations of generally less than 12 months duration. Applicants whose experience exceeds the maximum of five years but who believe they are eligible (e.g., maternity/family leave) must contact the AACR's SRGA **before** submitting an application to verify their eligibility.

Applicants who believe that they are at the level of postdoctoral or clinical research fellow, but hold a different title may be eligible and must contact the AACR's SRGA **before** submitting an application.

Applicants must be AACR members. Annual dues are not required for early-career researchers interested in Associate membership. Nonmembers interested in this grant opportunity must submit a satisfactory application for AACR membership by the application deadline. **Nonmembers** can apply for membership [online](#) or by submitting the [Official Membership Application Form](#) to the AACR with the required documents. Please review the [Membership Categories](#) for the category that best fits your qualifications. **Members** can renew their membership through [myAACR](#) to bring their membership current. You will need your logon (email address) and password to access the member portal. If you require assistance logging in, please contact myaacr@aacr.org. **Lapsed** members must be members in good standing by the application deadline and should contact the Membership Department at membership@aacr.org for assistance.

Investigators may submit only **one** application for the AACR-Bayer START Grants 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.

Employees or subcontractors of a U.S. government entity or for-profit private industry are not eligible. Postdoctoral or clinical research fellows conducting research in a U.S. government laboratory (e.g., NIH, CDC, FDA, etc.) are not eligible.

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.

Investigators currently or previously holding the rank of instructor, adjunct professor, assistant professor, research assistant professor, the equivalent or higher are not eligible. Qualified researchers are invited to apply for an AACR Career Development Award.

Exception: If you are an MD who is considered a postdoctoral fellow but hold the title of instructor so that you can see patients, you may be eligible. Potential applicants possessing an MD are encouraged to contact AACR's SRGA **before** submitting an application to verify your eligibility.

All applicants with questions about eligibility must contact AACR's SRGA **before** submitting an application.

RESEARCH PROJECT CRITERIA

Research projects may be clinical or translational in nature and must have direct applicability and relevance to clinical translation and development in solid tumors and hematologic malignancies.

Proposals focused on clinical research are highly encouraged. The applicant should also define specific milestones and goals to be accomplished during each year of the fellowship, emphasizing how the experience in industry is expected to complement the time spent in academia.

LETTERS OF REFERENCE

Each applicant must have a letter of reference from their academic mentor accompany the online application. If the academic mentor is not an active, emeritus, or honorary member of the AACR, an additional letter of reference from an endorser who is an active, emeritus, or honorary member of the AACR must accompany the application. If the applicant is being co-mentored, a co-signed letter of reference must be provided. If an applicant's academic mentor is an AACR member, a letter of reference from an endorser will not be accepted. For applicants whose eligibility is based on a future position, the letter of reference must verify that the future position is confirmed, and the title of the new position and start date must be stated. Instructions for submitting letter(s) of reference are addressed in Section 6 of the Application Instructions.

NOTE: Due to the mentorship component of this grant, significant weight will be given to this letter in the evaluation of the application. Bayer-appointed mentors will be provided at the time of award, and will not be required as part of the proposal application.

EVALUATION OF APPLICATIONS

Applications will be peer-reviewed by a Scientific Review Committee comprised of scientists and physician-scientists from AACR and Bayer who are well-respected for their own accomplishments in cancer research and are viewed as leaders in the field. The President of the AACR will appoint the members of the Scientific Review Committee. The Committee will consider the following criteria when reviewing applications and determining funding decisions:

- **Applicant:** What training and experience does the applicant have to ensure successful implementation of the proposed project? Is their academic record and research experience of

high quality? Does the applicant have the potential to develop as an independent and productive researcher in the field?

- **Research Plan:** Is the proposed project of high scientific quality? Is the budget fully justified and reasonable in relation to the proposed project? Are the proposed academic and industry research phases scientifically sound and significant? To what extent is the proposed research project likely to foster the career of the applicant in the field of cancer research?
- **Mentor:** Does the academic mentor have the research qualifications and a demonstrated record of mentorship? Is there evidence of a match between the research interests of the applicant and that of the academic mentor to ensure the applicant's development as a researcher in the field?
- **Training Environment:** Has the applicant proposed a reasonable project that includes time spent both at an academic institution and Bayer facilities? Is the institutional environment of high quality? Is there appropriate commitment from both the institution and Bayer to foster the applicant's training to become a productive researcher in the field?

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

A fellow whose named mentor is funded by the tobacco industry for any research project is not eligible for any AACR grant. A Grantee or their named mentor who accepts 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 be immediately terminated.

Tobacco industry funding is defined for the 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 do not relate to any particular research project.

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

The AACR requires applicants to submit an online application by **1:00 p.m.** U.S. Eastern Time on **Tuesday, June 30, 2020** using the proposalCENTRAL website at <https://proposalcentral.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 and Acknowledgement of Reading the Terms and Conditions	1. Title Page	1) Title Page
Applicant Information	4. Applicant	4) Applicant
Institution and Contact Information	5. Institution & Contacts	5) Institution & Contacts
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
Project Milestones Template	10.E. Application Documents	10) Application Documents

Additional Materials	Application Instructions Section	proposalCENTRAL Section
Letter(s) of Reference (uploaded by Mentor and Endorser [if necessary])	6. Letters of Reference	6) Letters of Reference
Applicant's Curriculum Vitae	10.F. Application Documents	10) Application Documents
Mentor's Biographical Sketch(es)	10.G. Application Documents	10) Application Documents
Supporting Documentation (if applicable)	10.H. Application Documents	10) Application Documents

Required Signatures	Application Instructions Section	proposalCENTRAL Section
Application Signature Page	10.I. 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) 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). A list of grant opportunities will be displayed. The list of applications can be filtered for just this organization by clicking “Filter by Grant Maker” at the top and selecting “American Association for Cancer Research” in the drop-down menu. Find the “**AACR-Bayer Stimulating Therapeutic Advances through Research Training (START) Grants**” and click the “Apply Now” link to create your application.

If you have any difficulties registering, logging in, or creating your application, contact proposalCENTRAL Customer Support at: 800-875-2562 (Toll-free U.S. and Canada), +1-703-964-5840 (Direct Dial International), or by email at pcsupport@altum.com. See the proposalCENTRAL [FAQ](#) section, 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.

Terms and Conditions of the Grant. In order to ensure that the applicant is informed of the terms and conditions of the grant should they be selected as a recipient, applicant must acknowledge that they have read the Terms and Conditions and have shared them with their institution by typing in their name and date in the box provided.

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 only request revisions to sections VII.F.; XII.; XIII.F.; and XIV.A. of the Grant Agreement prior to execution. Only in special circumstances will revisions be considered to sections other than those noted above.

- 2. DOWNLOAD TEMPLATES & INSTRUCTIONS.** The Program Guidelines and Application Instructions document, Terms and Conditions, and all templates can be downloaded from this page. Applicants are required to use the application templates.

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 curriculum vitae, mentor’s biographical sketch, and supporting documentation [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, mailing address, and AACR membership information.

Applicants who have an ORCID ID are also invited to include this identifier with their application.

5. **INSTITUTION & CONTACTS.** Enter information regarding the applicant's institution, the mentor, the endorser (if applicable), and signing official.
6. **LETTERS OF REFERENCE.** Enter the e-mail address of the mentor submitting a letter of reference. Enter the e-mail address again to confirm and click the add icon. If the academic 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 academic mentor's e-mail address is not in the proposalCENTRAL system, you will be prompted for the mentor's first and last name before being prompted to "Send E-mail".

If the academic mentor is not an active, emeritus, or honorary member of AACR, repeat the steps above to send a letter of reference request to an endorser who is an active, emeritus, or honorary member of AACR. If your academic mentor is an AACR member, an additional letter of reference from an endorser will **not** be accepted.

If the applicant is being co-mentored, the academic mentors must provide a co-signed letter providing the mentorship details described in the e-mail instructions as they pertain to each member of the mentorship team. Co-signed letters must be uploaded by only the primary mentor. If a co-signed letter of reference is used, and a member of the mentorship team is an active, emeritus, or honorary member of AACR, no additional letter of reference from an endorser will be accepted.

Note: The Letter of Reference is only required from the academic mentor. The Bayer mentor will be appointed at the time of the award.

The letter(s) of reference are uploaded directly from the academic mentor and endorser (if necessary) to the proposalCENTRAL application. Applications cannot be submitted without a Letter of Reference. Applicants can view letter submission status in Section 6 of the online application.

7. **SCIENTIFIC ABSTRACT.** The abstract is limited to 3,000 characters (including spaces) and must provide a brief summary of the proposed research project.

If funded, this Abstract will become public information; therefore, do not include proprietary/confidential information.

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

8. **BUDGET.** Enter expenses for the term of the grant. Applicants must submit a budget in the amount of \$225,000. As this fellowship is intended to support the salary and benefits of the fellow, applicants must dedicate at least 50% effort to the proposed project for the two year-term spent at the institution. The percentage of salary requested may not exceed the percent effort of the applicant. Up to 50% of the total budget may be allocated for non-personnel direct research expenses, such as research/laboratory supplies, equipment, publication charges for manuscripts that pertain directly to the funded project, and other research expenses. (See Terms and Conditions of the Grant for information on publishing in AACR journals.) Budget requests for equipment that exceed 10% of the total budget must be accompanied by a detailed justification.

The applicant must dedicate 100% effort to the proposed project for the one year-term spent on site at Bayer's facility.

The grantee **must** attend the AACR Annual Meeting 2021 to formally accept the grant during the annual Grants Reception and Dinner. Up to \$2,000 may be allocated from the grant to support the grantee's registration and attendance at this Annual Meeting. No other travel is permitted.

Bayer will provide a limited stipend to allow the fellow to travel to the Bayer site prior to the start of the one-year term to secure accommodations for the one-year term spent at the Bayer site. This stipend will also cover necessary costs for the fellow to travel to and from the Bayer site for the one-year term. Total amount of the stipend will be determined on a case-by-case basis, and will be dependent upon the distance traveled by the fellow, but will be limited to a certain amount. Housing costs during the one-year term at the Bayer location are the responsibility of the fellow.

Salary and benefit expenses for any individuals other than the grantee, indirect costs, tuition, travel (other than to the AACR Annual Meeting 2021 noted above), professional membership dues, and any other research-related expenses not directly related to this 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.

Note: Projects that are supported in whole or in part by another agency will **not** be funded by this grant. Projects are considered to overlap if they share in whole or in part the Specific Aims or areas of the Budget Justification.

- 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.
 - 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 in a graphics program.

When a template is provided, the template MUST 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 information must be presented in this order and include these subheadings: (A) Title of Research Project; (B) Introductory Statement, Background, Preliminary Data, and Rationale; (C) Specific Aims; (D) Research Design and Methods*; and (E) Significance and Statement of Relevance.
***Note that the 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. Career Development Plan.** Limited to one page. Applicants should state their career goals and measurable objectives, including how the varied research experience in academia and industry will enhance their research skills and contribute to their career advancement.
 - IV. Facilities.** Limited to two pages. Please provide a description of the research facilities, resources, and equipment that are available to the applicant at their academic institution that will allow successful implementation of the proposed research program during the two-year term spent at the academic institution.
 - V. 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 (10/01/2020 – 09/30/2023). Only funding sources that provide support specifically for the applicant or the proposed project 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
- Funding Agency
- Grant Term
- Amount of Funding
- Percent Effort of Applicant
- Title of Project
- 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 (10/01/2020 – 09/30/2023). Only funding sources that will provide support specifically for the applicant and/or the proposed project should be listed, which includes grants for which the applicant is not the Principal Investigator. This may include support for different projects. For each pending grant or funding source, please provide:

- Name of Principal Investigator
- Name of Grant/Funding Source
- Funding Agency
- Grant Term
- Amount of Funding
- Percent Effort of Applicant
- Title of Project
- 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 2020 AACR-Bayer START Grants, the applicant must notify the AACR immediately. As a reminder, **projects that are supported in whole or in part by another agency will not be funded by this grant.** Projects are considered to overlap if they share in whole or in part the Specific Aims or areas of the Budget Justification.

D. Budget Justification. *Applicants are required to use the template available from the proposalCENTRAL website.* Limited to two pages. Applicants must submit a budget in the amount of \$225,000. Percent effort of the applicant on the proposed project must be indicated; applicants must dedicate 100% effort to the proposed project for the one year-term spent on site at Bayer's facility. Applicants must dedicate at least 50% effort to the proposed project during the two years spent at the academic institution. Justify salary and benefits and any other research expenses (if requested). The percentage of salary requested may not exceed the percent effort the applicant will dedicate to the project. Up to 50% of the budget for the two years spent at the academic institution may be designated for non-personnel direct research

expenses, such as research/laboratory supplies, equipment, publication charges for manuscripts that pertain directly to the funded project, and other research expenses. (See Terms and Conditions of the grant for information on publishing in AACR journals.) Budget requests for equipment that exceed 10% of the total budget must be accompanied by a detailed justification. Travel expenditures cannot exceed \$2,000 for travel to the AACR Annual Meeting 2021 **ONLY**. Travel funds are for the grantee **ONLY**.

- E. Project Milestones.** Complete **only Column A** of the Milestones Template available from the proposal/CENTRAL 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 inputted into Column A is needed**. Reporting progress towards milestones further using this template will be incorporated into the reporting requirements for the project if funded.
- F. Applicant's Curriculum Vitae (CV).** The CV must be in English and include a complete list of publications.
- G. Academic Mentor's Biographical Sketch.** The biographical sketch must be in English. The NIH Biographical Sketch Form [OMB No. 0925-0001 and 0925-0002 (Rev. 9/17 Approved Through 3/31/2020)] should be used.

If a co-signed letter of reference is being provided, a biographical sketch must be provided for each member of the mentorship team signing the letter.

- H. Supporting Documentation.** An example of acceptable supporting documentation is a letter of commitment from a collaborating clinician, drug manufacturer, or any collaborator 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 the 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.

- I. Signed Signature Page.** In order to ensure that the applicant, academic mentor, and institution have approved the application, applicants must obtain all required signatures on page one of the

Signature Pages. Electronic/digital signatures are permitted. These signatures transmitted by electronic means shall have the same force and effect as original signatures. Downloading the Signature Page(s) is described in Section 13 below.

The **signed Signature Page** (with signatures from the applicant, academic mentor, and institution's signing official) must be uploaded to your online application in the Application Documents section. If the applicant is co-mentored, only the primary mentor is required to sign the Signature Page and must be the mentor entered into the proposalCENTRAL system in Section 5 of the application.

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. Click the blue "Attach Files" button.
- Select the appropriate type of attachment from the drop-down list.
- Enter your own description of the file in the "Describe Attachment" field.
- Click on the "Browse" button to select the file from your computer.
- Click on the "Upload and Continue" 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. Clicking the "Back" or "Upload and Return" button allows you to go back to the main page of this section where the uploaded documents should now be listed. **Click the download icon next to the file name to open and view your uploaded documents.** To delete the file, click on the trashcan icon to the right under the "Delete" column.

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 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 applicants' proposalCENTRAL profile. Information for gender, race, and ethnicity must be provided to the AACR. If fields are not populated, click the "Edit Professional Profile" button 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. Electronic/digital signatures are also permitted and shall have the same force and effect as original signatures. Do not upload the Application Contacts, Scientific Abstract, and Budget 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 first Signature Page, please request your institution to provide 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 use the “Print Signature Pages with Attachments” option. This option can be used if your institution wishes to review the full application but also should be used 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 using this option: Pending Other Support, Letter(s) of Reference, 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; however, as the Letter(s) of Reference are uploaded directly from the mentor and endorser (if necessary), the applicant will be unable to access these letters.

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. If it does not fully appear, you will not be given the opportunity to edit it once you have submitted. 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 with Attachments” option. If you are having any issues with this option, please contact proposalCENTRAL customer support at: 800-875-2562 (Toll-free U.S. and Canada), +1-703-964-5840 (Direct Dial International), or by e-mail to pcsupport@altum.com.

- 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 selecting “Submitted” from the “Proposal Status” drop-down menu under the ‘Proposals’ tab, then clicking the “View” button under the Edit column. 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 proposalCENTRAL identification number. The e-mail address provided with your application will be used 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: 800-875-2562 (Toll-free U.S. and Canada), +1-703-964-5840 (Direct Dial International), or by e-mail to pcsupport@altum.com.

Inquiries about the program guidelines, eligibility requirements, and application materials can be directed to the AACR's Scientific Review and Grants Administration department at grants@aacr.org.

MORE ABOUT THE PARTNERS



Synonymous with discovery and innovation, Bayer HealthCare is recognized the world over as a leader in the healthcare and pharmaceutical industry. With a legacy of therapeutic advances that have benefited people across the globe, Bayer HealthCare understands the critical importance of investing in scientific research and discovery to treat and combat disease. With this in mind, the American Association for Cancer Research (AACR), a leader in facilitating and advancing discovery and innovation in cancer research, welcomes Bayer HealthCare's partnership in a cutting-edge research initiative modeled after, and building on, the exciting Bayer HealthCare Grants4Targets Initiative. As such, leveraging an AACR-Bayer HealthCare collaboration, the AACR will bring a new research opportunity to its base of over 35,000 members, composed of cancer scientists both within the United States and abroad.



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. The AACR has more than 46,000 members in 127 countries and territories around the world; over 31% percent of members live outside the United States. Twenty percent of AACR's international members are located in countries with emerging economies. The AACR offers seven categories of membership to support each aspect of our members' professional development and enhancement in cancer research. In support of the professional development of early-career investigators, no annual dues are required for Associate membership. 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 22,500 attendees. In addition, the AACR publishes nine 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.