Kure It-AACR Research Grant for Immunotherapy in Kidney Cancer

2015 Program Guidelines and Application Instructions

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PROGRAM GUIDELINES

PROGRAM SUMMARY

The Kure It-AACR Research Grant for Immunotherapy in Kidney Cancer represents a joint effort to promote and support innovative cancer research. This grant is available to full time, independent junior and senior investigators to study **immunological** aspects of, or treatments for, kidney cancer. Research projects should advance the basic knowledge of tumor immunology mechanisms, or develop new concepts in the treatment, control, or prevention of kidney cancer by immunology-based therapeutic approaches. Proposed projects may be basic, translational, clinical or epidemiological in nature and must focus on cancer immunology including, but not limited to: immune recognition, regulation, tumor escape, and therapeutic manipulation for kidney cancer.

Applications are invited from researchers currently in the field as well as investigators with experience in other areas of cancer or biomedical immunology research who have promising ideas and approaches that can be applied to kidney cancer research. A track record of research in this specific field is not a requirement for funding.

The grant provides $250,000 over two years ($125,000 per year) for direct and indirect 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 and/or research assistants, research/laboratory supplies, equipment, travel, publication charges for manuscripts that pertain directly to the funded project and other research expenses.

It is anticipated that one grant will be funded.

APPLICATION DEADLINE
December 2, 2014 at **noon**, U.S. Eastern Time

DECISION DATE
March 2015

ANNUAL GRANTS RECEPTION AND DINNER AT AACR ANNUAL MEETING 2015
April 21, 2015- Grant recipient must attend the Grants Reception and Dinner and 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, 2015

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

Applications will be accepted from <u>independent</u> 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, an applicant applying from an institution located within a country where he or she is not a citizen or permanent resident, by submitting an application for this grant, assures that his/her 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, December 2, 2014. The application will be applied to 2014 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 or a Kure It grant may not apply. Past grantees may apply if they complied with all progress and financial report requirements.

Investigators may submit only **one** application for the Kure It-AACR Research Grant for Immunotherapy in Kidney Cancer 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 Kure It-AACR Research Grant for Immunotherapy in Kidney Cancer.

All applicants with questions about eligibility should contact AACR at grants@aacr.org **before** submitting an application.

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 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

RESEARCH PROJECT CRITERIA

Proposals will be accepted for new ideas and approaches with an **immunological** basis directly relevant and applicable to kidney cancer. Proposed research projects may be basic, clinical, translational, or epidemiological in nature and must focus on cancer immunology including, but not limited to: immune recognition, regulation, tumor escape, and therapeutic manipulation of kidney cancer.

Applications are invited from researchers currently in the field, as well as from investigators with experience in other areas of cancer or biomedical immunology research who have promising ideas or approaches that they will directly apply to kidney cancer. However, the applicability of the proposed project to kidney cancer must be **fully** described. A track record of research in this specific field is not a requirement for funding.

Submission of proposals that are duplicative of projects currently funded by Kure It (see www.kureit.org/cancer-research/current-research-funded.html) should be avoided.

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 kidney cancer 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 the field of kidney cancer research?

- *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 of kidney cancer research? 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.

APPLICATION INSTRUCTIONS

APPLICATION PROCEDURES

AACR requires applicants to submit an electronic application by **noon**, U.S. Eastern Time on Tuesday, December 2, 2014, using the proposalCENTRAL website at https://proposalcentral.altum.com.

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

Information to be Entered Directly into proposalCENTRAL	Instructions/proposalCENTRAL Section
Project Title	1
Applicant Information	4
Institution and Contacts	5
Collaborators	6
Scientific Abstract	7
Budget	8
Organizational Assurances	9

Templates to be Downloaded, Completed and Uploaded	Instructions/proposalCENTRAL Section
Research Project Proposal Template	10.A.
Secured Other Support Template	10.B.
Pending Other Support Template	10.C.
Budget Justification Template	10.D.
Project Milestones Template	10.E.

Non-Template Materials to be Uploaded	Instructions/proposalCENTRAL Section
Applicant's Biographical Sketch	10.F.
Letter of Institutional Commitment *	10.G.
Collaborator Biographical Sketch(es) (if applicable)	10.H.
Letter(s) of Collaboration (if applicable)	10.I.
Supporting Documentation (if applicable)	10.J.
Appendices (if applicable)	10.K.

*NOTE: If the applicant is considered by the AACR to be junior faculty - hold a full-time faculty position with the title of instructor, research assistant professor, assistant professor, or an equivalent full-time faculty position, have completed his or her most recent doctoral degree (or medical residency if MD) within the past 11 years (i.e., degree cannot have been conferred **before** July 2, 2004), and have independent laboratory space, additional criteria are required for the Letter of Institutional Commitment. See Section 10.G. of the Application Instructions for further details.

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

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 (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 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 "Kure It-AACR Research Grant for Immunotherapy in Kidney Cancer" 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 difficulties registering, logging in, or creating your application, contact proposalCENTRAL Customer Support immediately:

Phone: 800-875-2562 or 703-964-5840   E-mail: pcsupport@altum.com

APPLICATION FORMAT

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

1. **TITLE PAGE.** Enter the title of the research project directly into proposalCENTRAL system. The title is limited to no more than 75 characters in length (including spaces). Do not use abbreviations. A project title must be entered **and saved** before additional sections may be accessed.

2. **DOWNLOAD TEMPLATES & INSTRUCTIONS.** The Program Guidelines and Application Instructions document, Grant Agreement document, and all templates can be downloaded from this page.

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

    · Click the "Download" link to save each of the templates to your computer.

    · Use your word processing software (e.g., MS Word, WordPerfect) to complete the Research Project Proposal Template and Budget Justification Template, and your spreadsheet software (e.g., MS Excel) to complete the Project Milestones Template on your computer and then convert the 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 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 contact information for the applicant directly into proposalCENTRAL system.

5. **INSTITUTION & CONTACTS.** Enter information regarding the lead institution and signing official directly into proposalCENTRAL system.

6. **COLLABORATORS.** Collaborators are optional. Enter directly into proposalCENTRAL system. 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.

7. **SCIENTIFIC ABSTRACT.** Enter the abstract directly into proposalCENTRAL system. 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 to immunological approaches to kidney cancer.

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

   From the list provided, please respond regarding how you found out about this grant opportunity.

8. **BUDGET.** Complete the budget worksheet. 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 and/or research assistants, research/laboratory supplies, equipment, travel, publication charges for manuscripts that pertain directly to the funded project, other expenses and indirect costs (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 10% 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-sponsored conference applicable to the research project. The grantee **must** attend the AACR Annual Meeting 2015 and formally accept the grant during the annual Grants Reception and Dinner. 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.

   For institutions that mandate payment of indirect costs, a maximum of 10% of the total direct costs may be used for this purpose.

   As the grant term begins after the Annual Meeting to which the grantee must attend, 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 AACR.

Tuition, professional membership dues, general office supplies, individual institutional administrative charges in addition to indirect (e.g., telephone, other electronic communication, IT network, etc.), and any other expenses not directly related to the project are **not** allowable. 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 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 Scientific Review and Grants Administration Department.

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 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 itself in a graphics program.

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

A. **Research Project Proposal.** *Complete on the template available from the proposalCENTRAL website. (Refer to Section 2 of the Application Instructions for details). The information must be presented in this order:*

I. **Contents Page.** Complete the Table of Contents by indicating the appropriate page numbers for each section. The Table of Contents page should not exceed 1 page.

II. **Proposal Narrative.** Limited to 10 pages, including figures and tables. The Contents Page, Facilities, References, and Other Support 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 to Immunological Approaches to Kidney Cancer.

III. **Facilities.** Limited to 3 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 3 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 6 authors, the names of the first 6 authors must be listed, followed by "et al." For articles with 6 or fewer authors, all authors should be listed.

   Reference examples:

   Journal article
   Warrell RP Jr, Frankel SR, Miller WH Jr, Scheinberg DA, Itri LM, Hittelman WN, et al. Differentiation therapy of acute promyelocytic 584 leukemia with tretinoin (all-trans-retinoic acid). N Engl J Med 1991;324:1385–93.

   Book chapter
   Yuspa SH, Hennings H, Roop D, Strickland J, Greenhalgh DA. Genes and mechanisms involved in malignant conversion. In: Harris CC, Liotta LA, editors. Genetic mechanisms in carcinogenesis and tumor progression. New York: Wiley-Liss; 1990. p.115–26.

   Article in press
   Articles in press may be listed among the references provided a journal name and tentative year of publication can be verified.

B. **Secured Other Support.** In the table provided, list all **existing** support (institutional, federal, etc.) that has been **secured** and will be used by the applicant during the term of this grant (07/01/2015 – 06/30/2017). 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

C. **Pending Other Support**. In the table provided, list all **pending** support (institutional, federal, etc.) that will, **if secured**, be used by the applicant during the term of this grant (07/01/2015 – 06/30/2017). List all pending 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 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

NOTE: If at any time prior to selection and notification an applicant is awarded any funding that may overlap with the 2015 Kure It-AACR Research Grant for Immunotherapy in Kidney Cancer, the applicant must notify AACR immediately.

D. **Budget Justification.** *Complete on the template available from the proposalCENTRAL website. (Refer to Section 2 of the Application Instructions for details).* Limited to 2 pages. Applicant must indicate their percent effort to be spent on this project. Applicant must also indicate their salary and, if any part of their salary is requested, the amount 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 limited to 25% of the total budget**. Justify all research/laboratory supplies, equipment, travel, publication charges for manuscripts that pertain directly to the funded project and other expenses being requested.

Detailed justification is required for budget request for equipment that exceeds 10% of the total budget. Travel 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. For institutions that mandate payment of indirect costs, a maximum of 10% of the total direct costs may be used for this purpose.

E. **Project Milestones.** *Complete Column A of the Milestones Template available from the proposalCENTRAL website. (Refer to Section 2 of the Application Instructions for details.)* 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 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 this template as needed. Reporting progress towards milestones further utilizing this template will be incorporated into

the biannual reporting requirements for the project if funded. (To view an accurately completed Milestones Template please visit ftp://ftp.aacr.org, username: programs, password: aacr123).

F. Applicant's Biographical Sketch. The biographical sketch must be in English. The NIH Biographical Sketch Format Page is an acceptable format. The biographical sketch may not exceed **four** pages.

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., hold a full-time faculty position with the title of instructor, research assistant professor, assistant professor, or an equivalent full-time faculty position, have completed most recent doctoral degree (or medical residency if MD) within the past 11 years (i.e., degree cannot have been conferred **before** July 2, 2004), and have 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 kidney cancer 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. The NIH Biographical Sketch Format Page is an acceptable format. The biographical sketch may not exceed **four** pages.

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. A letter of commitment from a drug manufacturer, other researchers involved on the project, or any individual/institution providing data or materials necessary for the proposed research may be uploaded as a Supporting Document. Letters of commitment should state a commitment to provide stated data/materials. Letters of commitment should comment only on the ability to provide for a research need, and should not comment on the applicant or research environment. Supporting documentation must be requested directly from the source, presented on institutional or company letterhead, and be uploaded in PDF format.

There is no limit to the number of supporting documents that may be provided; however, documents that do not satisfactorily meet the description of appropriate supporting documents above, 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
- Preliminary Data
- 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.

NOTE: 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 he/she 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. The Grant Agreement document may be modified or amended by AACR prior to the executed Grant Agreement. A scanned copy of the signed final page must be uploaded to your online application in the section for attaching files and ***the original signed copy must be returned to AACR with the paper copy of the application.***

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.

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

▪ Make certain that the converted PDF files are closed on your computer.

▪ Open your application and go to the section for attaching files.

▪ Enter your own description of the file in the "Describe Attachment" field.

▪ Select the appropriate type of attachment from the drop-down list. *NOTE: After selecting attachment type, the screen will show the file types (e.g., PDF, .doc) that are allowed for that type of attachment. Only PDF attachments are permitted for this application submission.*

▪ Click on the "Browse" button to select the file from your computer.

  ♦ A "choose file" dialog box opens for you to search for the template file on your computer's hard disk or local area network.

  ♦ Select the file and click "Open."

  ♦ The file location and name will display in the window adjacent to the "Browse" button.

▪ Click on the "Upload Attachment" button. You will get a confirmation message on your screen that the file was uploaded successfully. You will also see that your file is now listed in

the "Uploaded Attachment" section of the screen. Two links are available in each row of an uploaded attachment: DEL and SHOW. "DEL" allows you to delete the file, if necessary, and "SHOW" opens the uploaded file. **Open and review your uploaded file.**

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

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

SUBMITTING COMPLETE APPLICATION

11. **PI DATA SHEET.** This is an automatically populated data sheet based on the applicant's 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/her 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 required attachments. You will not be able to submit if all the required data and attachments have not been provided.

13. **SIGNATURE PAGE(S).** After completing sections 1, 4, 5, 6, 7, 8, and 9 of the online application (these sections also correspond to the sections of the Application Instructions), you may print the signature pages. Use the "Print Signature Pages" button to print the signature pages for signature.

    NOTE: Data that you entered in sections 1, 4, 5, 6, 7, 8 and 9 of 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.

    The print option "Print Signature Pages" prints the Signature Page, Application Contacts, Scientific Abstract, and Budget. If your institution wishes to review the application in its entirety, select the "Print Signature Pages and Attached PDF Files" option.

    Obtain required signatures and upload the signed signature page into the application in the Application Documents section. These signatures transmitted by electronic means shall have the same force and effect as original signatures. Do not upload the Application Contacts, Scientific Abstract, and Budget pages with the Signature Page.

    If you are not a current AACR Active Member, you must apply for membership using the Official Application for Membership online or downloaded as a PDF. The application must be submitted to the AACR office with the required documents before Tuesday, December 2, 2014, the grant application deadline. Should you be deemed ineligible for AACR Active Membership, which is required to apply for this grant, your grant 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 AACR promptly, in writing, should you decide to withdraw your application for any reason. Your letter (or e-mail) should include your name, the grant opportunity to which you applied, the project title, 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. The e-mail address provided with your application will be utilized for all official communication about your submission including the recipient selection results, this e-mail address must be kept up to date.

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 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. Ashley Jones at AACR at 215-446-7280, or by e-mail at grants@aacr.org.

MORE ABOUT THE PARTNERS

Kure It is a non-profit organization providing funding for innovative research projects focused on kidney cancer and other underfunded cancers. The funds raised through Kure It directly support groundbreaking research at leading cancer centers. Since being established in 2007, Kure It has raised $3 million in support of vital research projects across the United States. http://www.kureit.org.

Founded in 1907, the American Association for Cancer Research (AACR) is the world's oldest and largest professional organization dedicated to advancing cancer research and its mission to prevent and cure cancer. AACR membership includes more than 34,000 laboratory, translational, and clinical researchers; population scientists; other health care professionals; and cancer advocates residing in more than 90 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 20 conferences and educational workshops, the largest of which is the AACR Annual Meeting with more than 18,000 attendees. In addition, the AACR publishes eight 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 grants in cancer research that have the potential for near-term patient benefit. The AACR actively communicates with legislators and policymakers about the value of cancer research and related biomedical science in saving from cancer. For more information about the AACR, visit www.AACR.org.