



## American Cancer Society Institutional Research Grant (ACS-IRG) 2020 Request for Applications (RFA) and Guidelines

### A. Deadlines

Date of announcement:	June 1, 2020
Application due:	September 25, 2020 by 4:00 p.m., Central time
Earliest decision:	December 2020
Earliest possible start:	Early spring 2021

### B. Purpose

The purpose of the Institutional Research Grants program is:

- to support the development of **new investigators** to conduct **independent cancer research**;
- to foster direct relationships between funded institutions and the local American Cancer Society; and
- to support research by newly independent investigators in areas of special interest to the Society

### C. Eligibility

Applicants must be an Instructor or Assistant Professors at the time of award and who are within six years of their first independent research or faculty appointment. Postdoctoral fellows are not eligible to apply. Senior, tenured faculty members are not eligible. Individuals who have previously received this award and individuals who already have independent, national competitive research grant funding from the NIH\* (e.g., K99, R00, R01, R03, R21), ACS, NSF or Veterans Administration are not eligible. Recipients of IRG pilot project grants are not required to be United States (U.S.) citizens. However, any applicant for IRG pilot project funding who is not a U.S. citizen must hold a visa that will allow him or her to remain in the U.S. long enough to complete the IRG pilot project and provide Siteman Cancer Center with the appropriate documentation at the time of submission.

*\*As long as the applicant meets all other criteria, holders of personnel awards such as the NIH K series (except K99/R00), are eligible to receive pilot project money from the IRG.*

Applicants who are not Siteman Cancer Center (SCC) members must also apply for membership at the time of submission. Awards will be contingent upon acceptance of the applicant as a member. Membership review will be expedited as necessary. More information regarding the application process and benefits can be found on the SCC website: <https://siteman.wustl.edu/research/membership-information/>.

### D. Amount

Up to **FIVE** projects will be awarded a maximum of **\$30,000 (direct cost) for one year/non-renewable**.

### E. Submission Guidelines

*These are internal awards and are NOT submitted through the Office of Sponsored Research Services (OSRS).*

**To apply:** The ACS-IRG Request for Applications (RFA) and **required application forms** can be found on the Siteman Cancer Center website: [SCC ACS-IRG](#).

The completed application must be submitted to Lesa Sutherland via email [lsutherland@wustl.edu](mailto:lsutherland@wustl.edu) by the **deadline: 4:00 p.m. Central time, 5:00 pm Eastern time, by September 25, 2020.**

Applicants should use 11-point Arial font for text. Single spaced text is acceptable and there should be space between paragraphs.

**Required documents:**

***Please type your name (last name, first name) in the top left corner of each page and where indicated. Use Arial 11 point font for all text.***

### **ACS-IRG Application Forms**

2020 ACS-IRG Grant Number: 18-158-61

- **Washington University ACS-IRG Cover Sheet**

Provide investigator information, as well as your mentor's name. It is important that applicants fully complete each section. Please include the "Lay Audience Summary" in 150 words or less. ACS and Siteman Cancer Center require a description of your research project written in "lay" language. The purpose of the summary is to provide a clear overview of the research in straightforward, non-technical language to be shared with donors, the general public and the media.

- **Biographical Information**

Please provide the requested information. Be sure to complete the "Verification of Applicant Eligibility by Department Chair" section and include your department chair's signature as required on the first page of the biographical information form page.

"Other Research Support" should include ALL research support available to the applicant (including federal, non-federal, institutional, private industry, etc., currently funded and pending). Other support information must include sponsor, sponsor's project number (if applicable), and title of project, dates of award, percent effort, direct costs, and goal of project. If applicable, please note any overlap in support with this application.

- **Project Title and Abstract**

Provide a brief project summary (300-500 words). Include summary of the research, background, objective/hypothesis, specific aims, study design, and cancer relevance. The final sentence of the abstract should summarize the focus and cancer relevance of the project in non-scientific terms.

- **Description of Research Proposed (do not exceed four pages)**

#### **Research Plan**

The applicant's name must appear at the top left corner of each page (header) of the research proposal. The four-page limit must be strictly adhered to. (Not every section needs to be completed to its maximal length, but the limits for each section must not be exceeded). Please paginate the research plan at the bottom of each page. The following headings and page limits are suggested (do not exceed four pages):

**A. Specific Aims (limit 1/2 page):** State concisely the hypothesis to be tested and the specific aim(s) to be achieved during the grant period. The aims must be reasonable to achieve during the one-year period of grant support.

**B. Background and Preliminary Investigations (limit 1.5 pages):** Discuss the pertinent research findings that have been described in the scientific literature and how this proposal will add to these results. Also discuss any preliminary data obtained by the applicant that are relevant to this proposal.

**C. Experimental Design and Methods (limit 2 pages):** Concisely present the experimental design and the methods to be used to accomplish the specific aims. Indicate how the results will be interpreted and how they will lead to future investigations. Well-documented experimental methods and standard procedures may be described very briefly or referenced, but novel experimental approaches should be described in more detail.

- **Budget Proposed**

The budget should be completed with as much detail as possible. A list of allowable expenditures can be found below. A budget justification should be provided with detailed information regarding expenditures. Budgets may not exceed a total of \$30,000 in direct costs. Indirect costs are not allowable.

**Appendix**

1. References (maximum of 2 pages; authors may be abbreviated, reference titles optional)
2. Letters of support: **Applicants must submit two letters of support - one from their department chair and one from their mentor.**
3. Tables or Figures relevant to this proposal (maximum 6 pages)
4. Curriculum Vitae of applicant
5. Copies of submitted regulatory application forms (PRMC) or approval letters from myIRB or Human Research Protection Office (HRPO) – *see note below regarding human research studies*, Radiation Safety Committee, Animal Studies Committee, etc. if applicable.

***Human Research Studies: All cancer-related research involving human subjects needs approval by the Human Research Protection Office (HRPO), and must first be reviewed and approved by the Siteman Cancer Center Protocol Review and Monitoring Committee (PRMC). Approval by the PRMC and the HRPO must be obtained before any of the awarded funds will be made available and before the research can commence. Protocols must be submitted to the PRMC office on or before the submission deadline in order for applications to be reviewed by the ACS-IRG Committee. Applicants are strongly advised to contact the Siteman Cancer Center Protocol Development office (747-4223) several weeks prior to the application deadline for assistance with submission of research protocol information to PRMC and HRPO. Any application submitted without prior human research protocol submission to the PRMC will not be reviewed. Regardless of delays incurred due to the PRMC/HRPO review process, there will be no extensions made on the terms of the grant.***

***Animal Studies: Please include an approved protocol from the animal studies committee, or a draft of your planned submission and an expected approval date. Animal approvals must be in place prior to the funding start date of January 1, 2021.***

**Expenditures Allowed**

- Research supplies and animal maintenance
- Technical assistance
- Domestic travel when necessary to carry out the proposed research program
- Publication costs, including reprints not to exceed \$500
- Costs of computer time
- Special fees (pathology, photography, etc.)
- Stipends for graduate students and postdoctoral assistants if their role is to promote and sustain the project presented by the junior faculty member
- Equipment costing less than \$2,000
- Registration fees at scientific meetings

**Expenditures Not Allowed**

- Secretarial/administrative salaries
- Salary of principal investigator (IRG Chairperson or pilot project grant recipient)
- Student tuition and/or fees

- Foreign travel; special consideration will be given for attendance at scientific meetings held in Canada
- Honoraria and travel expenses for visiting lecturers
- Per diem charges for hospital beds
- Non-medical services to patients (patient travel to a clinical site or patient incentives are allowable expenses)
- Construction, renovation, or maintenance of building/laboratory
- Books and periodicals
- Office and laboratory furniture
- Office equipment and supplies including laptop computers
- Rental of office or laboratory space
- Recruiting and relocation expenses
- Dues and membership fees in scientific societies
- **Indirect costs are not allowed**

If you have questions, please contact Lesa Sutherland, [lsutherland@wustl.edu](mailto:lsutherland@wustl.edu)

## F. Terms of the Award

- Grantees will apply for membership in the Siteman Cancer Center, attend Washington University's research management seminars throughout the year designated for career development, and identify a research mentor through a letter of support at the time of application.
- The grantee will be expected to meet with his/her mentor periodically during the year of the award to review potential topics for grant proposals, review grant proposals, critique investigators' manuscripts, discuss with investigator techniques for recruitment of physicians, students, postdoctoral scientists to their studies, as well as personal and career advice and how to balance sometimes conflicting obligations. Grantees who have difficulty identifying and/or securing a mentor will contact Dr. Jason Weber for assistance.
- Grantee shall notify the American Cancer Society (Virginia Krawiec, 404-329-7612, [ginger.krawiec@cancer.org](mailto:ginger.krawiec@cancer.org)) of each funded invention made by Grantee within thirty (30) days after the disclosure of the Funded Invention to Grantee's Technology Transfer Office or the equivalent thereof (see attached ACS Intellectual Property Rights.)
- **The ACS requires interaction between the local ACS and awardees.** Grantees may be asked to allow local ACS staff and/or volunteers to tour their laboratories and/or may be asked to speak about their research at local meetings. Acceptance of this award means that you agree to participate in some activity or interaction through direct request from the ACS or via participation in local events.
- Grantees will be required to submit to Siteman Cancer Center a brief annual progress report describing the results of their work, as well as related publications and funding. Annual reports are required for five years, post award.
- Publications resulting from the research supported by this Institutional Research Grant from the American Cancer Society must contain an acknowledgment such as "Supported by Grant #ACS IRG-18-158-61 from the American Cancer Society."

*It is understood that the principal investigator, by the act of accepting this award, agrees to abide by the American Cancer Society's INSTITUTIONAL RESEARCH GRANT POLICIES including the Society's patent policy and Intellectual property rights policy, and failure to comply with such policies or with any other terms in connection with the grant may result in the suspending or cancelling grant funding. ACS-IRG policies can be downloaded from the [Siteman Cancer Center ACS-IRG website](#).*

## G. Review Process

All applications will be evaluated by the ACS-IRG Review Committee members. Proposals will be evaluated based on the following criteria:

- Significance: Does this study address an important cancer research problem? If the aims of the application are achieved, how will scientific knowledge be advanced? What will be the effect of these studies on the concepts or methods that drive this field? Would you consider this project translational research?
- Approach: Are the conceptual framework, design, methods, and analyses adequately developed, well-integrated, and appropriate to the aims of the project? Does the applicant acknowledge potential problem areas and consider alternative tactics?
- Innovation: Does the project employ novel concepts, approaches or method? Are the aims original and innovative? Does the project challenge existing paradigms or develop new methodologies or technologies?
- Investigator: Is the investigator appropriately trained and well suited to carry out this work? Is the work proposed appropriate to the experience level of the investigator? Is the investigator likely to continue cancer research?
- Environment: Is the mentor a suitable advisor for this project? Does the scientific environment in which the work will be done contribute to the probability of success? Do the proposed experiments take advantage of unique features of the scientific environment or employ useful collaborative arrangements?
- Potential: If this project is successful, would it likely lead to external peer-reviewed funding? This is an important criterion in determining whether a project will be funded.