



AMERICAN CANCER SOCIETY

ALL GRANT POLICIES

EFFECTIVE JULY 2022

ELECTRONIC APPLICATION DEADLINE: April 1 and October 15

**AMERICAN CANCER SOCIETY, INC.
Extramural Discovery Science Department**

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MISSION

The American Cancer Society's mission is to save lives, celebrate lives, and lead the fight for a world without cancer.

AMERICAN CANCER SOCIETY

ALL GRANT POLICIES

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1. DESCRIPTION OF THE EXTRAMURAL DISCOVERY SCIENCE PROGRAMS AND FUNDING MECHANISMS OF THE AMERICAN CANCER SOCIETY

The American Cancer Society's Extramural Discovery Science Department primarily supports beginning investigators, across a wide range of disciplines, in innovative cancer research and training to meet critically important needs in scientific discovery and patient delivery.

All ACS grant applications undergo rigorous, independent peer review to identify the most meritorious projects for funding. **We strongly encourage all ACS grantees to freely and rapidly share their data with systems open to the public to maximize value to cancer patients.**

The Society offers extramural support for research for any type of cancer and, as described below, within any part of the research continuum with a **special emphasis on solution-based [health equity research](#).**

ACS RESEARCH PRIORITIES

The Extramural Discovery Science Department has established six areas to prioritize the research we fund to help advance our mission¹. These include the following:

- **Etiology**

The American Cancer Society supports research into the causes of cancer and the incidence, initiation, and biology of early onset cancers. To accelerate progress in understanding the causes of cancer, this priority area supports research to identify early, inherited, somatic, molecular, behavioral, environmental, and societal causes and risk factors impacting cancer incidence, progression and mortality. Research in this priority area could include:

- o Understanding fundamental cellular processes in carcinogenesis including DNA damage, hypoxia, and extracellular matrix remodeling.
- o Developing new cancer models to understand the intersection of genetics and exposures for cancer initiation.
- o Understanding factors that contribute to tumor evolution including the adaptive immune system and its interplay with innate responses.
- o Identifying and characterizing target genes involved in cancer using global scale genomic and epigenomic approaches.

- **Obesity/Healthy Eating and Active Living (HEAL)**

The American Cancer society supports research on metabolism, inflammation, nutrition, and physical activity to better understand each factor's role in cancer risk, initiation, treatment, progression, and survivorship. Studies can span the research continuum (i.e., from molecular to population-based). Research in this priority area could include:

- o Determining how lifestyle habits and environmental factors (including tumor microenvironment) alter cellular metabolism and impact cancer development, disease progression, recurrence, and survivorship.
- o Studying how body composition-adiposity, lean mass, and body mass index impact cancer treatment, prognosis, and survivorship.
- o Establishing and/or implementing evidence-based lifestyle interventions to understand underlying biological and behavioral mechanisms associated with adoption and sustainment of behavior changes leading to healthy weight control, healthy diet, and adequate levels of physical activity.

- **Screening and Diagnosis**

The American Cancer Society supports research on cancer screening and early detection, diagnostics, and prognostics. We encourage studies focused on high mortality cancers and major cancer types lacking screening tests. Studies can span the research continuum (i.e., from molecular to population-based). Research in this priority area could include:

- o Discovery and development of new screening opportunities, surveillance, and risk assessment, including developing or advancing technologies that could lead to reducing the burdens of cancer.
- o Development of diagnostic tests to distinguish high-risk early lesions from those that do not necessitate rushing into curative therapy incurring unnecessary side-effects and financial toxicity.
- o Improving understanding of the cellular and molecular underpinnings of the earliest stages of cancer and premalignant disease, with a focus on subtypes associated with health disparities.
- o Understanding and identifying barriers and social determinants of health that interfere with the adoption of recommended guidelines and/or the testing of innovative strategies to increase and sustain their uptake, equity, and effectiveness.

- **Treatment**

The American Cancer Society supports research to develop new cancer treatments, targets, and systems to monitor and treat resistant disease and to enhance opportunities in immunotherapy and precision medicine. To accelerate progress in cancer treatment, this priority area supports research to improve models and test interventions for prevention, tumor dormancy, recurrence, resistance, and metastasis. This priority area will further generate predictive preclinical models to streamline clinical testing of combination or multi-modal therapies by funding research on tumor microenvironment, heterogeneity, microbiome, and immune escape. Research in this priority could aim to improve timely access to treatment, increase participation rates of diverse populations in clinical trials and advance our understanding of barriers to receipt of timely and high-quality treatment. Research in this priority area could include:

- o Identifying new agents, combinations, and approaches useful in cancer therapy.
- o Developing and integrating interventions which reduce barriers and social determinants of health that interfere with cancer treatments.
- o Development of systems to predict, and monitor for, resistance to treatment.

- **Survivorship**

Survivorship research focuses on improving the survivorship journey and quality of life for survivors and their caregivers including emotional, financial, spiritual, and supportive services or care delivery and communication research. Research may address access barriers to high quality cancer care and health equity across the cancer continuum - screening and early detection, diagnosis, treatment, or palliative care and survivorship and may include:

- o Improving the quality of care and quality of life for survivors and caregivers will include assessment of survivor and caregiver needs, assessment of survivor function, improving communication and decision making with health care professionals and caregivers, effective care coordination, and integrating early primary and specialty palliative care into interventions that personalize and tailor care.

- o New models of delivering care and interventions inclusive of interdisciplinary approaches and economic evaluation, i.e. novel strategies for coordinating of care between specialists and primary care providers; telehealth/virtual care; virtual reality; or artificial intelligence.
- o Improving risk prediction models, tools, and standardization of real-world data to inform improvements in practice, public health, and public policy.
- **Health Equity across the Cancer Control Continuum**
 The American Cancer Society believes that everyone should have a fair and just opportunity to prevent, find, treat, and survive cancer. Societal issues such as poverty, education, social injustices, unequal distribution of resources and power underpin profound inequities. These macro-environmental conditions where people are born, grow, live, work and age along with the available systems supporting health are known as the social determinants of health (SDOH). The SDOH are interrelated and extend across the life span to impact health. This area of research addresses the interplay between SDOH and access to high quality care and services across the cancer continuum and solutions to achieve optimal outcomes for all. Research may include:
 - o Multilevel research and multilevel interventions addressing root causes of cancer health disparities related to SDOH including classism and structural racism leading to improved health outcomes.
 - o Implementation research involving underserved communities to test novel strategies for getting research evidence into clinical and public health practice; culturally tailored approaches to increase participation and overcome barriers for adherence to study protocols.
 - o Testing interventions addressing financial barriers, cost benefit, cost effectiveness and implications of health insurance and health policy on care across the cancer continuum.
 - o Increasing participation of diverse subjects in clinical trials to increase participation, overcome barriers and improve generalizability.

Applicants are expected to explain how their proposed research integrates into at least one of the above research priorities and advances the mission of the ACS.

¹Elmore LW, Greer SF, Daniels EC, Saxe CC, Melner MH, Krawiec GM, Cance WG, Phelps WC. Blueprint for cancer research: Critical gaps and opportunities. CA Cancer J Clin. 2021; 71:107-139.

GRANT PROGRAM OFFICES

BIOCHEMISTRY AND IMMUNOLOGY OF CANCER

Doug Hurst, PhD, Scientific Director

Research in this program focuses on:

- Genes involved in cancer and the roles alterations in those genes (mutations, deletions, and amplifications) play in cancer processes
- Molecules involved in cancer (proteins, nucleic acids, lipids, and carbohydrates) and how alterations in those molecules affect the disease
- Potential targets for new treatments of cancer and mechanisms of signal transduction

- Investigations of the immunology of cancer including blood cell development, immunotherapy, inflammatory responses, immunosurveillance, and innate and adaptive immunity
- Investigations of oncogenic viruses, microbial pathogens, or the microbiome, and their involvement with molecular processes and pathways within cancer cells including tumor antigens and immunity

CELL BIOLOGY AND PRECLINICAL CANCER RESEARCH

Lynne Elmore, PhD, Senior Scientific Director

Research in this program focuses on:

- Fundamental controls that dictate cancer cell development and regulation of cell growth, division, migration and fate
- Investigations of oncogenic viruses, microbial pathogens, or the microbiome, and their involvement with cellular processes and pathways within cancer cells and between cancer cells and normal cells
- Mechanisms driving cancer progression (including initiation, invasion, angiogenesis, metastasis, and treatment resistance) and therapy-associated morbidities
- Cancer biomarker discovery and development
- Discovery, synthesis and delivery of cancer drugs and biologics

CLINICAL AND CANCER CONTROL RESEARCH

Elvan C. Daniels, MD, MPH, Senior Scientific Director

Research in this program focuses on qualitative, quantitative, mixed methods, multi-level research, clinical studies and clinical trials involving human subjects, with a [priority for health equity cancer research](#). Topics may include:

- Clinical research to test novel interventions, methods and technologies to prevent, detect, treat or survive cancer
- Translating evidence from preclinical research and clinical trials into practice
- Innovative methods and technologies to promote and sustain behavioral change
- Advanced statistical methods and machine-learning to interrogate multiple large databases
- Access to care, cancer care delivery and palliative care research
- Health equity research to uncover root cause of inequities based on the social determinants of health and testing strategies to achieve health equity

OVERVIEW OF GRANT MECHANISMS

RESEARCH GRANTS FOR INDEPENDENT INVESTIGATORS

Research Scholar Grants (RSG) provide resources for investigator-initiated research projects in a variety of cancer-relevant areas.

- **Eligibility**

Applicants must be independent, self-directed researchers or clinician scientists within ten years of their first academic appointment. Applicants cannot have more than one R01/R01-like grant (>\$100,000 per year direct costs for more than three years) as a principal investigator at the time of application.

Applicants proposing studies focused on either (1) health policy/health services research, or (2) achieving cancer health equity, may be at any career stage with any level of extramural funding, if there are no overlapping scientific objectives.

- **Funding**

The maximum award covers four years with up to \$165,000 per year (direct costs), plus 20% allowable indirect costs.

Priority Area on Health Equity: For RSG awards in the Clinical and Cancer Control and Research Program with a focus on health equity, the maximum award is for four years at up to \$165,000 per year (direct costs), plus 20% allowable indirect costs. However, large multilevel studies that address cancer health equity may propose up to a maximum of five years and \$200,000 per year (direct costs), plus 20% allowable indirect costs.

Research Scholar Grants in the Role of Health Policy and Healthcare Insurance in Improving Access to and Performance of Cancer Prevention, Early Detection, and Treatment Services support investigations evaluating the impact of changes occurring in the health care system with a focus on cancer prevention, control, and treatment.

Improving access to care may also reduce inequities and health disparities. New health public policy initiatives, for example, the new federal and state marketplaces that have expanded insurance coverage, as well as Medicaid expansion in some states, create natural experiments ripe for evaluation. Research funded by this RFA focuses on the changes in national, state, and/or local policy and the response to these changes by health care systems, insurers, payers, communities, practices, and patients.

Applications will be accepted via the Research Scholar Grant in the Clinical and Cancer Control Research Program.

- **Eligibility**

Applicants must be doctoral-level faculty who are independent, self-directed researchers at an academic institution or eligible non-profit organization within the US and may be at any career stage.

- **Funding**

Award length and budget limits vary; please see below and in the Research Scholar Grant instructions document for a detailed description of this RFA.

Institutional Research Grants (IRG) are awarded to institutions as block grants, providing seed money for newly independent investigators to initiate cancer research projects.

- **Eligibility**

Applicants must have attained the rank of Associate Professor or Full Professor, have a track record of research funding, mentoring junior investigators, publications and administrative/leadership experience, i.e., deputy director or director of a program, center or department.

- **Funding**

Grants to institutions cover one to three years, average \$120,000 per year and may be renewed. Three pilot grants of \$40,000 per year can be funded.

Discovery Boost Grants are designed for exploratory research to develop research methodologies, establish feasibility, or pilot test high risk/high reward research across the research

continuum. It is expected that the preliminary data generated from a Discovery Boost Grant will have the potential for securing additional grant funding to further the research once the project is completed and will open new and highly innovative areas for investigation.

- **Eligibility**

PI must be doctoral level (i.e., PhD, MD, DrPh, DSW, etc.) and have a full-time faculty appointment at an academic institution or eligible non-profit organization within the US.

- **Funding**

The maximum award is \$100,000 per year for two years, plus 20% indirect costs.

Mission Boost Grants (MBG) are opportunities for ACS grantees to seek additional (“boost”) resources for innovative high-risk/high-reward projects. MBGs potentially offer two stages of funding.

Stage I requires the investigator to develop outcome-specific, unequivocal milestones that reduce the risks of studying a new drug, device, or procedure in patients.

- **Eligibility**

Current and former ACS grantees with innovative projects who:

1. Have held or currently hold one of the following grants (or previous versions of such awards): Research Scholar Grant (RSG), Clinician Scientist Development Grant (CSDG), Mentored Research Scholar Grant (MRSG), Cancer Control Career Development Award (CCDA), Pilot and Exploratory Projects in Palliative Care (PEP) Award, or be a previous ACS Postdoctoral Fellow.
2. Have held one of the above ACS grants for a minimum of one year.
3. Are currently independent, full-time faculty at a not-for-profit, US-based research institution that has facilities and support to enable preclinical and clinical studies.

- **Funding**

A maximum of \$100,000 direct, plus 20% indirect costs per year for up to two years.

Stage II supports testing in cancer patients.

- **Eligibility**

Only Stage I MBG recipients who:

1. Have completed at least 18 months of Stage I funding.
2. Have successfully completed Stage I milestones.
3. Have completed Stage I grant less than 12 months ago.

- **Funding**

A maximum of \$500,000 direct plus 20% indirect costs for up to 18 months.

Pilot and Exploratory Projects in Palliative Care of Cancer Patients and their Families (PEP) support investigators performing research studies to test interventions, develop research methodologies, and explore novel areas of research in palliative care of cancer patients and their families.

Accepting resubmissions from previous applicants only.

- **Eligibility**

PI must be doctoral level (i.e., PhD, MD, DrPh, DSW, etc.) and have a full-time faculty appointment at an academic institution or eligible non-profit organization within the US.

- **Funding**

The maximum award is for two years and up to \$60,000 per year (direct costs) plus 20% indirect costs.

MENTORED TRAINING GRANTS

Postdoctoral Fellowships (PF) fund training for a career in cancer research.

- **Eligibility**

Researchers who are US citizens or permanent residents and within three years of receiving a doctoral degree.

- **Funding**

Awards cover \$52,000, \$54,000, and \$56,000 for the first, second, and third years respectively. Fellows eligible for only two years may request progressive stipends of \$54,000 and \$56,000, respectively. There is a \$4,000 per year fellowship allowance and a \$1,500 allowance in the last year for travel costs, either to the biennial ACS Jiler Professors and Fellows Conference or to another scientific meeting in the US.

Clinician Scientist Development Grants (CSDG) support protected time to allow junior faculty who see patients to be mentored and participate in research training, thus aiding their development as independent clinician scientists. These investigators pursue questions relevant to improving health across the cancer research continuum.

- **Eligibility**

Applicants must be full-time faculty at a US institution and within the first six years of their initial faculty appointment. They must also have a clinical doctoral degree, an active clinical license, and have a role in care. Applicants who have received institutional career development awards (e.g., NIH K12) are eligible. Recipients of individual career development awards such as an NCI K07, K08 or K23 grant are not eligible for the CSDG.

- **Funding**

Awards range from three to five years and up to \$135,000 per year (direct costs), plus 8% allowable indirect costs. A maximum of \$10,000 per year for the mentor(s) (regardless of the number of mentors) may be included in the \$135,000.

ACS PROFESSOR AWARDS

ACS Professor Awards are primarily honorific awards for individuals who have made seminal contributions in cancer. The unrestricted award supports unique research opportunities to foster creativity and innovation in cancer research. Professor Awards provide flexible funding for individuals who are expected to continue to make contributions that will change the direction of cancer or cancer research.

Research Professor Awards (RP) support outstanding investigators who have made seminal contributions to cancer research.

Clinical Research Professor Awards (CRP) support outstanding investigators who have made seminal contributions in areas of clinical, psychosocial, behavioral, health policy, or epidemiologic cancer research.

- **Eligibility**

Applicants for either award must have attained the rank of full professor, but for no more than 15 years at this rank.

- **Funding**

Both awards are for five years at \$80,000 per year, in the total amount of \$400,000 in unrestricted funds, and may be renewed once.

SPECIAL INITIATIVE

PRIORITY FOCUS ON HEALTH EQUITY RESEARCH IN THE CLINICAL AND CANCER CONTROL RESEARCH PROGRAM

The ACS Extramural Discovery Science Department identifies research addressing cancer health equity (using the ACS definition) and health disparities as a priority within the Clinical and Cancer Control Research Program. This includes research:

1. To understand, identify, and/or define modifiable and unjust factors that contribute to or sustain inequity (e.g., resources, access to care, behaviors, quality of care); and
2. That leads to a sustained reduction in disparities and/or equitable outcomes in cancer.

Background

Despite the steady overall decline in cancer incidence and mortality rates in the US, not all population groups have benefited equally. Differences in rates of incidence, prevalence, mortality, and related adverse health conditions among sub-groups of the US population (health disparities) are closely linked to social or economic disadvantage. To the extent these differences in health status across social groups are unfair, avoidable, and preventable, they constitute health inequities. Health inequities and health disparities may be characterized by age, gender, disability status, ethnicity/race, nativity and immigrant status, geography, income, language, social class, or sexual orientation. If application of the existing knowledge about cancer prevention, early detection, and treatment were delivered equitably, these disparities in cancer could be substantially reduced or eliminated. Achieving health equity by establishing inclusive health and social systems involving equitable treatment for all, and recognition of the ongoing impact of past inequities, creates conditions for improving health outcomes.

The ACS has a longstanding history of advocacy, education, community outreach, and research in the area of cancer disparities and cancer health equity. To accelerate progress in cancer research, we believe that cancer health equity involves everyone having the fair and just opportunity to prevent, find, treat, and survive cancer. Appreciating that social inequities create health inequities, we recognize that multi-sector action is needed to address societal issues such as poverty, education, social injustices, unequal distribution of resources and power, which underpin profound inequities. These macro-environmental conditions where people are born, grow, live, work and age along with the available systems supporting health are known as the social determinants of health. Integral to these influences are the economic, political, and social policies that exist in and shape communities. The social determinants of health are interrelated and extend across the life span to impact health.

Social determinants of health include environmental conditions – the influence of the world in which people are born, live, play, thrive, work, and worship and the availability of health care systems. The economic, political, and social policies that shape communities are integral to these influences.

Individual determinants of health include biology, genetics, and individual behaviors and characteristics. Health disparities are related to age, gender, disability status, ethnicity, race, geography, income, language, social class, and sexual orientation. The National Stakeholder Strategy for Achieving Health Equity, supported by the U.S. Department of Health and Human Services Office of Minority Health, presents an action-oriented blueprint to move the nation toward achieving health equity, by combating health disparities with a comprehensive, community-driven approach. The ACS has overlapping goals and is committed to addressing cancer health equity through research, education, advocacy, and service.

The ACS Extramural Discovery Science Department identifies research addressing health equity as a priority, and RSG grant applications to its Clinical and Cancer Control Research Program are welcome from principal investigators at any career stage.

Applications using one of the following mechanisms will also be accepted, with their respective standard eligibility requirements:

- Postdoctoral Fellowship
- Clinician Scientist Development Grant
- Research Scholar Grant
- Clinical Research Professor Award

All applicants must explicitly specify the following within the application:

1. Relevance to cancer generally and cancer disparities specifically;
2. How findings from the proposed research will substantially improve equity in access to cancer prevention, early detection, diagnosis, and/or treatment services; and
3. How findings may be applied to more quickly advance efforts to reduce cancer burden or costs, improve quality of care or quality of life, and/or save more lives.

All cancer health-equity applications must target two or more determinants of health. Research Scholar Grant applicants proposing large multi-level cancer health equity studies must include two or more levels of influence (individual, interpersonal, organizational, community, or public policy). Multilevel studies must also focus on two or more social determinants of health that cause inequities. Research may include aspects of the following domains: economic; education; neighborhood and built environment; policy; social and community context; or factors impacting access to and provision of high-quality care. Proposed research should lead to a clear path toward or to test a multi-level intervention focused on a sustained reduction in disparities and/or advance efforts to achieve health equity and equitable outcomes in cancer. These large studies must be adequately powered and have enough sample size to evaluate the proposed research aims.

References

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2. AUTHORITY FOR MAKING GRANTS

All ACS grants and awards are made by the Chief Executive Officer on behalf of the Society's Board of Directors.

3. SOURCE OF FUNDS

The ACS obtains its funds principally from public donations collected annually by our many dedicated volunteers. To disseminate information about the Society's Extramural Discovery Science Program to volunteers and the public, grantees may occasionally be asked to give brief presentations to professional and lay audiences.

4. WHO MAY APPLY

Applicants for the Postdoctoral Fellowship (PF) must be US citizens or permanent residents at the time of application. There are no citizenship requirements for any other grant mechanisms.

The Society will allow only one individual designated as principal investigator, responsible and accountable for the overall conduct of the project (i.e., no co-principal investigators).

Applicants may apply for multiple ACS awards, but the scientific scope of the proposed projects must be different. In addition, a grantee may not be the principal investigator on more than one ACS grant at any time. Exceptions are made for recipients of grants in response to RFAs and for principal investigators of Institutional Research Grants, Mission Boost Grants, Discovery Boost Grants, and TheoryLab pilot projects.

5. TOBACCO-INDUSTRY FUNDING POLICY

Scientific investigators or individuals who are funded for any project by the tobacco industry, or whose named mentors are so funded, are not eligible for ACS grants. Any of these who accept tobacco-industry funding during the term of a grant must inform the Society, whereupon the grant will be terminated.

Tobacco industry funding includes:

- Funds from a company that is engaged, or whose affiliates are 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 goods; and

- Funds from a body set up by the tobacco industry or by 1 or more companies in the industry.

The following do not constitute tobacco industry funding:

- Legacies funds from tobacco industry investments (unless the name of a tobacco company or cigarette brand is associated with them);
- Funds from a trust or foundation established with assets related to the tobacco industry, but which no longer have any connection with the industry, even though the entity may bear a name that for historical reasons is associated with the tobacco industry.

Tobacco industry funding is defined for purposes of Society grants and awards applicants and recipients as money provided or used for any costs for research, including personnel, consumables, equipment, buildings, travel, meetings, and conferences, or operating costs for laboratories and offices. It does not include meetings or conferences unrelated to a particular research project.

6. COLLABORATIONS WITH ACS INTRAMURAL SCIENTISTS (IF APPLICABLE)

- If an extramural scientist is planning a collaboration with an ACS intramural scientist, and they meet all other eligibility requirements, they may be eligible to apply. Such collaborations are not required.
- In most cases, the use of ACS research resources requires that at least one ACS intramural scientist be included as a collaborator on the grant application. Therefore, prior to submission of an application, the collaboration between extramural scientists and intramural scientists must be established according to the policies and procedures of ACS Intramural Research.
- Intramural scientists and their staff may participate in grants and contracts in many ways, including:
 - o Serving as unpaid consultants, collaborators, co-investigators, or mentors. Intramural scientists may not serve as a principal investigator on an ACS grant or contract.
 - o Contributing to the conceptualization, design, execution, or interpretation of a research study.
 - o Having primary responsibility for a specific aim within a standard research grant mechanism.
 - o Developing or contributing data for an extramural collaboration.
 - o Participating in a multi-institutional collaborative arrangement with extramural researchers for clinical, prevention, or epidemiological studies.
- ACS intramural scientists may not receive salary support, travel expenses, or other funds from ACS-funded grants or contracts.
- Intramural and extramural scientists may have access to reagents, laboratory equipment, and/or data to conduct the extramurally funded portion of the research, as established in their collaborative agreement.
- While intramural scientists may write a description of the work to be performed by the intramural department, they may not write an applicant's grant application or contract proposal. However, the intramural scientist(s) should review and approve sections relevant to the collaboration.

- ACS intramural scientist participation must comply with disclosure, non-disclosure, and conflict-of-interest regulations.
- ACS intramural scientists must file annual and final research reports related to their activities associated with any grant or contract awarded through the Extramural Discovery Science Department.

¹Adapted from document NIH Policy 54815 Implementation of Cooperative Agreement, “Funding of Intramural Research Program/Extramural Research Program Collaborations” [<http://sourcebook.od.nih.gov/ethic-conduct/fund-irp-erp`-3-00.htm>], and “Opportunities and Guidelines to Facilitate Scientific Collaborations” [<http://www.niaid.nih.gov/researchfunding/grant/Pages/extraintracollab.aspx>]

7. ELIGIBLE INSTITUTIONS AND INSTITUTIONAL RESPONSIBILITIES

The Society’s grants and awards are made to not-for-profit institutions located within the US and its territories. A not-for-profit institution is one that can provide upon request:

- A current letter from the Internal Revenue Service conferring 501(c)(3) status;
- Evidence of an active research program with a track record of extramural funding and publications in peer reviewed journals; and
- Documentation of appropriate resources and infrastructure to support the proposed research. These include, but are not limited to:
 - o Adequate facilities and services;
 - o Fiscal and grants management infrastructure to ensure compliance with ACS policies, and with federal policies regarding protections for human and animal subjects (e.g., a sponsored-projects office or a contract with an IRB or IACUC);
 - o A process for appointment and promotion equivalent to those in academic settings for staff scientists; and
 - o Evidence of education, training, and mentoring for fellows and beginning researchers appropriate to the grant mechanism.

Grant applications will not be accepted, nor will grants be made, for research conducted at

- For-profit institutions;
- Federal government agencies (including the National Laboratories);
- Organizations supported entirely by the federal government (except postdoctoral fellowship applications);
- Organizations that primarily benefit federal government entities, such as foundations operated by or for the benefit of Veterans Affairs Medical Centers (VAMC). However, qualified academic institutions may submit applications on behalf of a VAMC if a Dean’s Committee Memorandum of Affiliation is in effect between the 2 institutions.

The American Cancer Society does not assume responsibility for the conduct of the activities that the grant supports, or for the acts of the grant recipient, because both are under the direction and control of the grantee institution and subject to its medical and scientific policies.

Every grantee institution must safeguard the rights and welfare of individuals who participate as subjects in research activities by reviewing proposed activities through an institutional review board (IRB), as specified by the National Institutes of Health Office for Human Research Protections of the US Department of Health and Human Services (DHHS).

Furthermore, applicants, applicant institutions, and grantee institutions must adhere to DHHS guidelines as well as ACS guidelines regarding conflicts of interest, recombinant DNA, scientific misconduct, and all other applicable ACS policies and procedures.

To signify agreement with all ACS policies and procedures, an application for a grant must bear the e-signature of the principal investigator. For postdoctoral fellowship applications, e-signatures of the principal investigator and primary mentor are required. Space is provided for e-signatures for the departmental chair (or equivalent) and institutional official to accommodate institution-specific requirements for proposal submissions, but neither are required for submission to ACS. Note: the PI must enable other users' access to the application on proposalCENTRAL to permit their e-signatures.

Once a grant is awarded, an institutional official signature's is required signifying institutional agreement with all ACS policies and procedures. The institution is responsible for verifying that all documentation related to the grant is correct, including all representations made by any named researcher (e.g., position or title). Further, the institution is responsible for verifying that the grantee is either a US citizen or permanent resident with a Resident Alien Card ("Green Card") where applicable. If the award does not require US citizenship or permanent residency, the institution is responsible for documenting the grantee's legal eligibility to work in the US for the duration of the award. For Postdoctoral Fellowships, if the terminal degree is granted after submission of the application, the institution must verify that the degree has been awarded prior to grant activation.

It is the responsibility of the institution to immediately report to ACS any finding that any information presented to ACS in connection with the application and/or grant is false. It is also the responsibility of the institution to immediately report to ACS any action including recertification, loss of certification, breach of contract, misconduct, or change in employment status for a named researcher with the institution. This includes administrative leave, which may occur during the term of any award pertinent to the work described in the grant application.

Failure to abide by the terms above, or by any other ACS policy or procedure, may result in suspension or cancellation of the grant, at the sole discretion of ACS.

By accepting an American Cancer Society award, you agree to the Guidelines for Maintaining Research and Peer Review Integrity found in the Appendix of these policies.

8. PEER REVIEW OF APPLICATIONS

The Society's scientific directors distribute applications to the most appropriate peer review committee, and then assign each application to at least 2 committee members for independent and confidential review. Each committee generally has between 12 and 25 members who are leaders in their areas of expertise, plus up to 3 stakeholders. A stakeholder is an individual usually without formal training as a scientist or health professional who has a strong personal interest in advancing the effort to control and prevent cancer through research and training. This interest could stem from a personal experience with the disease, such as survivorship, a family cancer experience, or caregiving.

Peer review committees use application evaluation criteria that vary depending on the grant mechanism. See individual instructions for details.

After the peer review committee discusses and votes to rank the most competitive applications, it provides its recommendations, along with critiques of the applications and fundable scores, to the Extramural Discovery Science Council.

The Extramural Discovery Science Council is a multidisciplinary panel of mid-level and senior scientists, many of whom have previously served on an American Cancer Society (ACS) Peer Review Committee. The Council also includes Stakeholders — people with a personal experience

with cancer as a survivor or as a family member or caregiver. Council members play a key role advising the ACS on research programmatic and policy issues. ACS values utilizes their valuable insights to inform decision making across the Discovery Pillar.

No member of the ACS Board of Directors may serve on a Peer Review Committee or as a voting member on the Discovery Advisory Council.

In general, applications for research grants that are not funded may be revised and resubmitted twice; Postdoctoral Fellowship, Discovery Boost Grant, and Mission Boost Grant applications may only be resubmitted once. Resubmitted applications are reviewed in the same detail as new applications and compete with them on an equal basis (see instructions for resubmission of applications).

9. APPLICATION DEADLINES

Applications for grants and awards must be submitted electronically via proposalCENTRAL on the ACS website www.cancer.org (see Instructions) by 11:59 PM ET on the specified deadline date. If the deadline falls on a weekend or holiday, applications will be accepted the following business day.

No supplemental materials will be accepted after the deadline unless requested by ACS staff or reviewers.

DEADLINE, REVIEW, NOTIFICATION, AND ACTIVATION SCHEDULE

GRANTS	Application Deadline	Peer Review Meeting	Preliminary Notification	Council Meeting	Grantee Notification	Activation
Research Scholar Grant	April 1 October 15	June January	August March	September March	October April	January 1 July 1
Clinician Scientist Development Grant	April 1 October 15	June January	August March	September March	October April	January 1 July 1
Postdoctoral Fellowship	April 1 October 15	June January	August March	September March	October April	January 1 July 1
Pilot and Exploratory Projects (resubmissions only)	April 1 October 15	June January	August March	September March	October April	January 1 July 1
Institutional Research Grant	April 1	June	August	September	October	January 1
Discovery Boost Grants	April 1 October 15	June January	August March	September March	October April	January 1 July 1
Mission Boost Grants	April 1 October 15	June January	August March	September March	October April	January 1 July 1
Research Professor Award	LOI Deadline: February 1	June	NA	September	October	January 1
	Application Deadline: April 1					
Clinical Research	LOI Deadline: August 1	January	NA	March	April	July 1

Professor Award	Application Deadline: October 15					
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10. NOTIFICATION OF APPLICATION RECEIPT AND REVIEW

Approximately one month after receipt of the application, applicants will receive an email acknowledgement providing an application number, the assigned peer review committee, and the name of their Scientific Director with contact information. This email will be sent to the address in the professional profile supplied at the time of submission in proposalCENTRAL. Be certain the email address listed in your professional profile is active, since it will be used to notify you throughout the review and award process.

Preliminary Notification and Likelihood of Funding. Following review of an application, preliminary information regarding its status will be emailed, with links to copies of the reviewers' critiques. This notification will also indicate if the application will be reviewed by the Extramural Discovery Science Council, which makes funding recommendations. Only applications that move forward to Council following peer review are considered for funding.

The Scientific Director and Program Manager will assist you during the process when necessary. The Extramural Discovery Science Department will hold mechanism-specific webinars after reviews to guide applicants considering resubmission.

11. GRANT MANAGEMENT AND PAYMENTS

New grantees will receive a packet of information with instructions for activating the award. The activation form as well as other important information about the grant can also be found at <https://proposalcentral.com/> (select the Award tab to see the Post Award Management site).

Grant payments will be made at the end of each month. The ACS makes all payments to the sponsoring institution via electronic funds transfer or via a mailed check depending on the preference selected on the grant activation form.

Acknowledgement of payment by the sponsoring institution is not required. Continued funding by ACS throughout the grant period is contingent upon the institution's compliance with all terms related to the grant; failure to comply with all of the grant terms may result in a suspension or cancellation of the grant, to be determined by ACS at its sole discretion.

Personnel compensated in whole or in part with funds from the ACS are not employees of the Society. Consequently, institutions are responsible for issuing appropriate IRS tax filings for all individuals receiving compensation from ACS grants, and for withholding and paying all required federal, state, and local payroll taxes for such compensation. Any tax consequences are the responsibility of the individual recipient and the sponsoring institution. We advise all grant and award recipients to consult a tax advisor regarding the status of their awards.

12. ANNUAL AND FINAL PROGRESS REPORTS

The following policies apply to Research Scholar Grants, Pilot and Exploratory Projects in Palliative Care of Cancer Patients and their Families, Clinician Scientist Development Grants, Discovery Boost Grants, Mission Boost Grants, and Postdoctoral Fellowships. Annual and final reports represent a critical part of responsible stewardship of the donated dollars, and we greatly appreciate your assistance in fulfilling this important commitment to our donors. Information from these reports as well as possibly from the Structured Technical Abstract may be shared with donors under a Non-Disclosure Agreement. Therefore, do not include proprietary or confidential information.

- Both nontechnical and scientific progress reports are to be submitted each year within 60 days after the first and subsequent anniversaries of the start date of the grant. Final reports are due within 60 days after the grant has terminated. Forms for these reports can be found at <https://proposalcentral.com/> under the “Deliverables” tab.
- The final report should cover the entire grant period. In the event a grant has been extended without additional funds, the final report is not due until 60 days after the official termination date of the grant. If the grant is terminated early, a final report must still be completed within 60 days of the termination date.
- Grantees must submit reports in a timely manner. If this is not possible, a grantee must make a written request to extend the reporting deadline. Noncompliance may result in the withholding of payment on all grants in effect at the recipient institution until reports are received.
- Please note that up-to-date annual reports are required when requesting any grant modifications, including transfers or no-cost extensions.

13. PUBLICATIONS AND OTHER GRANT-RELATED COMMUNICATIONS

When and how to acknowledge your ACS grant:

Publications resulting from research or training activities supported by the American Cancer Society must contain the following acknowledgment: “Supported by [name of grant and number] from the American Cancer Society.” When there are multiple sources of support, the acknowledgment should read “Supported in part by [name of grant and number] from the American Cancer Society,” along with references to other funding sources.

The Society’s support should also be acknowledged by the grantee and the institution in all public communication of work resulting from this grant, including scientific abstracts (where permitted), posters at scientific meetings, press releases or other media communications, and internet-based communications.

The American Cancer Society Extramural Discovery Science grant award process registers new grants with Crossref and assigns a Digital Object Identifier (DOI) number to each. The DOI number will allow tracking and identification of publications, patents, and other work that resulted from this grant award. The screenshot below shows where to find the DOI link in ProposalCENTRAL on the grant award page. Your Crossref DOI link leads to a page of publicly available information about this grant award. The information on Crossref includes the grant number, the grant amount, the dates of the award, the title of the research project, the names of the investigators, the research institution, and the lay summary for the research.

Although there is no formal ACS approval process for publications by Society grantees, it is helpful to notify your Scientific Director when manuscripts have been accepted for publication. This will allow ample time for additional public or Society-wide notifications. If your institution plans a press release involving any of your Society-supported research, please notify the ACS communications representative (contact information on your award letter) or your Scientific Director in advance.

ACS grants to you a limited, revocable, non-transferable license to use the ACS logo (as shown below) in association with your funded work. We encourage you to use it on scientific posters, Power Point presentations, and any other visual presentation about your funded work where the ACS is noted as a funding source. In turn, you agree to provide any materials featuring the ACS logo upon our request.

Permission to use the logo is limited to the uses outlined in the above paragraph. It should not imply ACS endorsement of products such as guidelines, websites, software for mobile devices (apps), tool kits, and so on.



14. FINANCIAL RECORDS AND REPORTS

A report of expenditures must be submitted within 90 days of the grant's expiration date shown in the award letter; annual financial reports are not required. Any change in terms, such as a no-cost extension, will alter a report's due date. The necessary forms can be found under the "Deliverables" tab at <https://proposalcentral.com/>.

Signatures of the principal investigator and the institution's financial officer are required. Any unexpended funds must be returned to the Society.

Grantees must submit financial reports in a timely manner. If this is not possible, a grantee must make a written request to extend the reporting deadline. Noncompliance may result in the withholding of payment on all grants in effect at the recipient institution until reports are received.

Institutions must maintain separate accounts for each grant, with substantiating invoices available for audit by representatives of the ACS. The Society is not responsible for expenditures made prior to the start date of the grant, costs incurred after termination or cancellation of the grant, costs incurred after the last date at the current institution, in the event of a transfer and, commitments against a grant not paid within 60 days following the expiration date, or any expenditures that exceed the total amount of the award. (See also Section 19, "Cancellation.")

Note: The Institutional Research Grant has different reporting requirements, found in the Required Financial Reports section in the IRG policies.

15. EXPENDITURES

American Cancer Society *research* grants are not designed to cover the total cost of the research proposed or the investigator's entire compensation. The grantee's institution is expected to provide the required physical facilities and administrative services normally available at an institution.

It is the recommendation of the Society not to exceed the accumulated monthly installments of the grant. In the event of a cancellation or transfer, the institution is only entitled to the prorated amount of the award accumulated between the start and end dates (See Section 19, Cancellation and Transfer of Grant).

Indirect costs

For grants that allow indirect costs, the calculation of allowable indirect costs includes all budget items except permanent equipment. Equipment that equals or exceeds \$5,000 with a useful life of more than one year, is not included in the direct cost total used to calculate indirect costs. The indirect costs for a subcontract and/or subaward budget may be claimed by either the primary or the secondary institution, but not both. If indirect costs are applied to the subcontract budget, you must **exclude** the subcontract budget from the direct cost total used to calculate indirect costs.

The Society's **research grants** do NOT provide funds (direct budget) for such items as:

- **Travel**
 - Foreign travel (special consideration is given for attendance at scientific meetings held in Canada)
- **Administrative**
 - Secretarial or administrative salaries
 - Membership dues

- **Tuition, books, and fees**
 - o Student tuition and fees (graduate or undergraduate). However, tuition is an allowable expense for the principal investigator of a Clinician Scientist Development Grant
 - o Books and periodicals, except required texts for coursework in the approved training plan for Clinician Scientist Development Grants
- **Office or laboratory setup and expenses**
 - o Office and laboratory furniture
 - o Office equipment and supplies
 - o Rental of office or laboratory space
 - o Construction, renovation, or maintenance of buildings or laboratories
- **Other**
 - o Recruiting and relocation expenses
 - o Non-medical services to patients (travel to a clinical site or patient incentives are allowable expenses)

Society research and training grant funds may be used for computers for research and training purposes, which can be purchased with direct funds from the equipment budget. See specific policies for different funding mechanisms.

16. OWNERSHIP OF EQUIPMENT

Equipment purchased under ACS research grants or grant extensions is for use by the principal investigator and collaborators. Title of such equipment shall be vested in the institution at which the principal investigator is conducting the research. In the event the ACS authorizes the transfer of a grant to another institution, equipment necessary for continuation of the research project purchased with the grant funds may be transferred to the new institution, and title to such equipment shall be vested in the new institution.

17. INTELLECTUAL PROPERTY RIGHTS

As a not-for-profit organization supported by public contributions, the Society wishes to adopt policies and practices that enhance the likelihood that potentially beneficial discoveries and inventions will be exploited to the benefit of humankind. It is the desire of the Society that such inventions be administered in such a manner that they are brought into public use at the earliest possible time. The Society recognizes that often this may be best accomplished through patenting and/or licensing of such inventions. Accordingly, the Society has adopted the following patent policy that is binding on all Grantees and Not-for-profit Grantee Institutions (hereinafter "Grantee"), excluding postdoctoral fellowship Grantees at the National Institutes of Health and other government laboratories, for whom the applicable patent policies of the federal government shall apply. To the extent the Grantee Institution's own policies permit individual investigators to own any right, title or interest in any Funded Invention, the Grantee Institution shall ensure that each Investigator complies with the provisions of these terms and conditions with respect to such Funded Invention.

Acceptance of a Grant from the Society constitutes acceptance of the terms and conditions of this policy. In the event of any conflict between this policy and the Grantee's policy, the terms and conditions of this policy shall govern.

- A. All notices required pursuant to this policy shall be in writing, and in this policy, the following terms shall have the meaning set forth below.
 - i. "Invention" shall mean any potentially patentable discovery, material, method, process, product, program, software or use.

- ii. "Funded Invention" shall mean any Invention made in the course of research funded in whole or in part by a Society Grant.
 - iii. "Gross Income" shall mean gross royalty income received by Grantee in respect of a Funded Invention inclusive of income from a single sale of the Funded Invention, less a total of \$25,000 towards United States patent filing fees.
 - iv. "ACS Award" shall mean the total monetary amount of the Grant provided to the Grantee.
- B. The Grantee technology transfer officer shall provide the Society with an annual report for each Funded Invention. The annual report will be due by January 31 of each calendar year after an ACS Grant Award has been received. The annual report shall include a listing or description of the following information for each Funded Invention: (1) all issued patents and pending patent applications, (2) all licenses, leases, or other revenue generating agreements, (3) all gross revenue for each preceding calendar year, (4) the filing, publication and issuance or grant of any application for a patent or other statutory right for a Funded Invention, and (5) the latest stage of development of any product arising from each Funded Invention.

Grantee shall pay all costs and expenses incident to all applications for patents or other statutory rights and all patents and other statutory rights that issue thereon owned by Grantee (other than patent filing fees as provided for in Section A).

- C. Both the Society and Grantee, (the appropriate Grantee technology transfer officer managing Funded Invention), shall promptly inform the other of any suspected infringement of any patent covering a Funded Invention and of any misappropriation, misuse, theft or breach of confidence relating to other proprietary rights in a Funded Invention. Grantee and Society will discuss in good faith further action to be taken in this regard.
- D. Grantee will license a Funded Invention in accordance with Grantee Policy and established practices.
- E. The Society waives the receipt of income until the Gross Income from the Funded Invention exceeds \$500,000.

Once the Gross Income from a Funded Invention exceeds \$500,000, Grantee shall pay the Society annually 5% of Gross Income. Such payment shall be accompanied by an appropriate statement of account. The income to the ACS from Grants other than Mission Boost Grants will not exceed four (4) times the amount of the total ACS Award. The income to the ACS from Mission Boost Grants will not exceed ten (10) times the amount of the total Mission Boost Award.

Payments shall be made on an annual basis by January 31, the year after the year that Income was received. Should Grantee not be able to make a payment by January 31 for any calendar year in which income was received, Grantee shall inform the Society at least seven days prior to missing a payment. Grantee shall have a grace period of 90 days to make the missed payment. Failure to make payments after the 90-day grace period will be deemed a breach of this agreement. The Society shall have the right to audit, at the Society's expense, the Grantee's books and records annually.

The term of this Agreement shall extend until the expiration of the last to expire patent in any jurisdiction that covers the Funded Invention, or three years past decline of revenue to \$0, or once the cap has been met.

- F. Development and Commercialization of Funded Invention

The Society wishes to support and accelerate the commercialization and deployment of the results from Grantee's research. To help Grantee bring its Funded Invention to market as quickly as possible, Grantee shall promptly inform The Society if Grantee decides to commercialize or seek investment in any Funded Invention. Grantee will offer The Society the opportunity to fund, facilitate, invest, or otherwise participate in such commercialization efforts.

Please note that the American Cancer Society is unable to renegotiate the terms of this agreement with any individual institution.

18. REQUEST FOR GRANT MODIFICATIONS

All Forms can be found under the Deliverables tab at <https://proposalcentral.com/>.

- **Extension**

A request for the extension of a grant term without additional funds must be submitted in writing to the Scientific Director 60 days before the grant's expiration date using the No Cost Extension (NCE) request and NCE Budget Justification forms on proposalCENTRAL. Include an estimate of the funds to be carried over into the extension, and an explanation for the delay—i.e., which specific aims remain incomplete and why. In general, a grant may be extended for up to one year if a programmatic need is justified and the funds to be carried over into the no-cost period do not exceed an amount equivalent to one year of support (direct plus indirect costs). Please note that NCEs are not available for all grant mechanisms; please see the detailed mechanism description for information about NCE.

- **Leave of absence**

Requests for a leave of absence will be handled on a case-by-case basis. If possible, please contact the Scientific Director at least 30 days prior to the proposed beginning of leave.

- **Request to transfer institution**

A grantee who plans to change institutions during the grant period must contact the Scientific Director to initiate the transfer request process. See grant-specific sections for more details about this request.

Please note that up-to-date annual reports are required prior to approval of any grant modifications including transfers and no-cost extensions.

The Society reserves the right to deny requests for extensions, leaves of absence, or transfers.

19. CANCELLATION OF GRANT

If a grant is to be canceled prior to the original termination date, contact your Scientific Director and submit the Request for Cancellation form found in the "Deliverables" section at <https://proposalcentral.com>. The ACS may cancel a grant at its sole discretion if the institution fails to comply with the terms and obligations related to the grant.

In the event a grant is canceled or transferred, the institution is only entitled to the prorated amount of the award accumulated between the start and termination dates. If a Postdoctoral Fellowship is cancelled prior to its end date, payments of the fellowship allowance will be prorated on a monthly basis. Please see the specific policies for Institutional Research Grants regarding the cancellation of a pilot project grant. The Society assumes no responsibility for expenditures in excess of the prorated amount.

If an award is canceled after the initiation of the grant period, a final report will be due within 60 days of the termination date describing the work completed up to that point.

20. SPECIFIC POLICIES BY GRANT MECHANISM

RESEARCH GRANTS

RESEARCH SCHOLAR GRANTS

DESCRIPTION

Research Scholar Grants (RSG) provide support for independent, self-directed researchers and clinician scientists, who are investigators licensed to provide patient care and trained to conduct research. Applicants may pursue research questions across the cancer research continuum. These grants typically contribute to the cost of salaries, consumable supplies, and other miscellaneous items required in the research. Applicants must be independent, self-directed researchers or clinician scientists, and their institution must provide space and other resources customary for independent investigators.

The application must convey the commitment of the institution to the applicant and the proposed research activities. The Society will only recognize one principal investigator, who is responsible and accountable for overseeing the project.

The specifications chart below provides program highlights. Note that most applicants are beginning investigators; however, for some special funding initiatives, eligibility requirements do not apply. More information is provided in Section 2.

Eligibility

Who is Eligible: Independent investigators and clinician scientists in the first ten years of an independent research career or faculty appointment are eligible to apply. Some flexibility is given for extenuating circumstances.

Exception for Cancer Control and Prevention Research: RSG applicants submitting a research project proposal to the Clinical and Cancer Control Research Program focusing on either: 1) Health Policy/Health Services Research, or 2) Achieving Cancer Health Equity, may be at any career stage; therefore, time since faculty appointment does not apply.

SPECIFICATIONS CHART: Research Scholar Grant			
Research Scholar Grants (RSG)	Eligibility Criteria	Term of Award	Award Budget
Research on Basic, Preclinical, Clinical, Epidemiology, Psychosocial, and Behavioral Studies, and Research in Palliative Care and Symptom Management	Independent investigators and clinician scientists within ten years of first faculty appointment No more than one current R01[-like] grant as PI	Four years, non-renewable	\$165K per year + 20% indirect costs

RSG on the Role of Health Policy and Health Insurance in Improving Access to Care and Performance of Cancer Prevention, Early Detection, Treatment and Survivorship Services	Independent investigators at any stage of their career	Four years non-renewable	\$165K per year + 20% indirect costs
		Three years or five years	\$200K per year + 20% indirect costs Rapid cycle studies or large multi-level cancer health equity studies in response to the RFA for insurance studies
RSG in Priority Program of Clinical and Cancer Control: Health Equity Research	Independent investigators at any stage of their career	Four years non-renewable Large multi-level research studies*: Up to five years, non-renewable	\$165K per year + 20% indirect costs Large multi-level research studies*: up to \$200K per year + 20% indirect costs

* *Multi-level cancer health equity studies must target two or more social determinants of health and address two or more levels of influence.*

Independence

When peer review committees evaluate an RSG applicant, they look for evidence of administrative and scientific independence.

Administrative independence is typically demonstrated by a full-time faculty appointment (normally equivalent to Assistant Professor); a tenure-track position; allocated office and/or laboratory space; a start-up package; and institutional commitment defined and verified in a letter from a department chair or equivalent.

Evidence of *scientific independence* could include prior grant funding and senior-author publications. This award will be made only for project-related work that is wholly directed by the applicant.

Specific evidence of an applicant's independence may include:

- **Degree:** PhD, MD, or terminal degree in the field of specialty.
- **Title/Appointment:** Assistant Professor (or higher); Research Assistant Professor; or comparable position (i.e., Assistant Member). Individuals with the rank of Instructor may apply if that rank confers principal investigator status at their institution.
 - **Training Experience:** In most disciplines, applicants will have completed a period of postdoctoral or other research training.
 - **Space:** Committed independent research facilities.
 - **Publications:** Corresponding or senior authorship for publications in the investigator's main area of research interest. This is desirable but not required.
 - **Institutional support:** At least partially through hard-money, or money for start-up or equipment.

Time in Independent Career

Use the Specifications chart to determine if there is a ten-year limit on your eligibility. Applicants must be independent researchers within ten years of their first faculty appointment. A career path

or extenuating circumstances may merit an extension of eligibility. For instance, the following do not count against the applicant in the determination of the eligibility time frame:

- **Leave of absence.** A documented leave of absence is not counted in the ten years of eligibility. Leaves of absence may include military service (that does not include research training/experience) and family leave.
- **Other experience.** Time spent working in a non-research position (e.g., clinical, teaching, administrative) is not counted toward eligibility. Note: work in any setting during which time the applicant gains research experience is not exempt.

Note that independent investigators at any career stage, and with any level of prior or current funding, are eligible to propose health equity, health services or health policy studies in the Clinical and Cancer Control Research Program.

Current Grant Support

Using the Specifications chart, determine if current funding is an eligibility criterion.

Applicants are ineligible for an RSG if, at the time of application, they have more than one research project award (R01 or R01-like) grant as principal investigator. R01-like is defined as an award that is more than three years and greater than \$100,000 per year in direct costs. Training awards, career development awards, and other awards solely or primarily for the support of the salary of the applicant (e.g., NIH K-awards) are excluded from this definition. **Note: In the Clinical and Cancer Control Research program, this is not applicable for RSG applicants focused on health equity, health services, or health policy research.**

Although applicants may apply for multiple awards, a grantee may not be the principal investigator on more than one Research Scholar Grant at any time. Exceptions are made for recipients of grants in response to RFAs and Institutional Research Grants.

Applicants who are uncertain about their eligibility status may request a review but must do so no later than six weeks prior to the application submission deadline (by September 1 for the October 15 deadline; by February 15 for the April 1 deadline). A request for evaluation of eligibility should be sent to grant.eligibility@cancer.org. Attach (1) a letter explaining your rationale for requesting an exception to the eligibility rules and (2) a full curriculum vitae (not a Biosketch).

If your request is approved, you will receive correspondence via email confirming your eligibility to apply; this letter should be included in the Appendix of your application. Questions may be directed to grant.eligibility@cancer.org.

Term and Budget

Research Scholar Grants are funded up to \$165,000 per year (direct costs), plus 20% allowable indirect costs, with a project period up to four years. Equipment that equals or exceeds \$5,000 with a useful life of more than one year, is not included in the direct cost total used to calculate indirect costs.

Large multi-level cancer health equity studies may be awarded up to \$200,000 per year (direct costs), plus 20% indirect costs, with a project period of up to five years. Equipment that equals or exceeds \$5,000 with a useful life of more than one year, is not included in the direct cost total used to calculate indirect costs.

Research Scholar Grants on the Role of Health Policy and Health Insurance in Improving Access to Care and Performance of Cancer Prevention, Early Detection, and Treatment Services are funded up to \$165,000 per year (direct costs), plus 20% allowable indirect costs, with a project period of four years. Rapid cycle research studies (maximum project period of three years) or large

multi-level cancer health equity studies may be funded up to \$200,000 per year (direct costs), plus 20% allowable indirect costs. See the [RFA description](#) on cancer.org.

Personnel may receive salary support up to the National Institutes of Health salary cap, prorated according to their percent effort on the project. Budgets submitted must be realistic estimates of the funds required for the proposed research.

No Cost Extensions (NCE) for up to 1-year may be requested by the PI. The PI should consult with their Scientific Director prior to submitting the NCE request form found on proposalCENTRAL. Typically, the total dollar amount that is allowed to be carried over must be equal to or less than one year of direct costs, plus 20% allowable indirect costs.

Expenditures

The Society is flexible in response to the changing needs of a research program. The principal investigator may make minor alterations (changes <\$15,000/year) within the approved budget except where such expenditures conflict with the policies of the Society.

Major changes in expenditures (>\$15,000 per year) require written approval from your Scientific Director. However, for permanent equipment, the annual threshold requiring written approval is >\$5,000. Contact your Scientific Director for guidance.

Change of Institution

Recipients of a Research Scholar Grant may transfer their grant from one institution to another eligible institution only after receiving written approval from the Society. Grant recipients must request a transfer as soon as a final decision for changing institutions has been made. Contact the Program Office to alert the Scientific Director of your intent to transfer. Forms can be found under the Deliverables tab at <https://proposalcentral.com/>.

Prior to a transfer, the ACS must receive the following:

- A request for transfer in writing, indicating the anticipated transfer date.
- A statement from an administrative official at your original institution relinquishing the grant.
- Report of Expenditures from the original institution, together with a check for any unexpended funds.
- Research Scholar Grant transfer forms (title page, contact information page, and the assurances and certification page of the Research Scholar Grant application form). These must be completed by the appropriate individuals at the new institution, indicating acceptance of the grant.
- Payments to the new institution will not be initiated until a final accounting and a check for any unexpended funds have been received from the original institution and the transfer has been approved by the Society. This final financial report must be submitted within 60 days of the date the transfer was requested.

INSTITUTIONAL RESEARCH GRANTS

DESCRIPTION

An Institutional Research Grant (IRG) is a block award to an institution that enables it to give small grants to beginning investigators, who do not have national peer-reviewed research grant support. The intent is to support these junior faculty in initiating cancer research projects so they can obtain preliminary results that will enable them to compete successfully for national research grants.

REQUIREMENTS FOR APPLICANTS FOR IRG PILOT PROJECT GRANTS (see below for additional information).

The purposes of the IRG program are to:

- support the development of new investigators to conduct independent cancer research;
- foster direct relationships between funded institutions and the local ACS.

Any nonprofit, non-government institution that has 1) a significant number of established investigators conducting cancer research *and* 2) a replenishing pool of junior faculty interested in cancer research may apply to receive an IRG. Since an IRG is awarded to an institution as a whole, funds should be available to support cancer-related proposals from any health sciences school, college, or department within the institution.

Because the intent of the IRG is to support the efforts of institutions to foster the early career development of cancer researchers, funding preference will be given to institutions that document a program of mentoring activities intended to accomplish this objective. Through the IRG, the Society also intends to promote collaboration across cancer research disciplines and among institutions. Several institutions within a city, state, or other geographical region can form a consortium to apply for an IRG, and such applications are strongly encouraged. It is also possible for institutions that have IRGs to partner with other, usually smaller biomedical research institutions in their region to form such a consortium. This also ensures access to the program by institutions that do not have a sufficiently large pool of beginning investigators on their own.

IMPLEMENTING THE PILOT GRANT PROGRAM

Local Institutional Research Grant Review Committee

The ACS believes that established faculty at the institution are in the best position to determine who should receive the pilot project awards. Accordingly, the institution (or group of institutions) must establish a local IRG Review Committee made up of representatives from the institution's schools and departments of medical, behavioral, biological, physical sciences, or other departments. The primary purpose of this committee should be to receive and review applications from eligible junior faculty for support from the ACS IRG. The use of the committee to allocate funds from other sources is not permitted.

The committee members, who serve on a rotating basis, should include both senior and junior nationally funded faculty. The chair of the local IRG Committee is the principal investigator of the grant.

Neither the principal investigator nor any members of the local IRG Committee may receive funds from the IRG. To foster communication about the IRG Program with local Society volunteers and staff, institutions are expected to include one or two Region representatives as members of the local IRG Committee. (Note: ACS staff may not vote on allocating funding to projects, because this would constitute a conflict of interest). In addition, the principal investigator should assume responsibility for contacting the appropriate ACS Region staff to develop the plan for ACS-institution interaction if none exists.

The following procedure for application review is recommended:

- I. At least one call for applications and one formal meeting of the local IRG Committee should occur each year, and more often for larger institutions or grants. There should be widespread promotion throughout the institution of the availability of funds for all qualified individuals (versus limiting such information to department heads).
- II. Individual applicants submit written proposals for funding, preferably using the forms and biographical information sheets that the ACS provides with the application. The IRG Committee chair assigns each request to two or more committee members for review.
- III. Committee members rank applications using an NIH or ACS-type priority score. Members from the same department as the applicant should leave the room while the application is being discussed and must abstain from voting. The local IRG Committee sets a "pay line" according to the quality of the science and the amount of money available. Note: Only applications with high priority scores should receive pilot-project grant funding. The chair is strongly encouraged to hold another review cycle and encourage applicants to revise and resubmit their proposals rather than fund non-competitive applications.
- IV. Following the meeting, the IRG Committee chair communicates the results of the review to all applicants, along with written evaluation of the projects. Awardees should be informed that publications resulting from research supported by the ACS must contain an acknowledgment, such as "Supported by Grant #IRG _____ from the American Cancer Society. (See Instructions, Summary Tables, for more information.)"

REQUIREMENTS FOR APPLICANTS FOR IRG PILOT PROJECTS GRANTS

IRG pilot project grants are intended to support independent, self-directed investigators early in their careers, for whom an institution must provide research facilities, resources, or space customary for an independent investigator. These individuals must be eligible to apply for independent national competitive research grants but may not currently hold an NIH R01 or equivalent grant. Applicants for pilot project grants should be within six years of their first independent research or faculty appointment. Support of senior investigators or postdoctoral fellows is not permitted.

Institutions may request a limited-time exception in order to allow faculty who are beyond the six-year eligibility limit but lack six years of research experience to apply for IRG pilot project grants. Typically, these institutions will be those in the process of developing their cancer research programs and the capacity of their faculty to conduct cancer research. Beyond this exception, these pilot project grant applicants must meet all other eligibility criteria as stated above.

Recipients of IRG pilot project grants are not required to be US citizens. However, any applicant who is not a US citizen must hold a visa that will allow him or her to remain in the US long enough to complete the IRG pilot project. It is the responsibility of the institution to determine and document the visa status of any non-citizen recipient of IRG funds. Note: the ACS will not intercede on behalf of non-citizens whose stay in the US may be limited by their visa status.

BASIS AND AMOUNT OF AWARD

The total amount of money awarded to an institution is in support of the applicant pool, defined as beginning investigators who are eligible to apply for independent national competitive research grants, but who do not currently hold an NIH R01 or equivalent grant. **Effective in 2022, the maximum number of subawards that may be requested is three per year or a total of 9 over a three-year grant term.**

The IRG pilot project grant allocation of \$40,000 for one year should be offered to 3 awardees per year. The ACS encourages awarding the entire grant amount at the beginning of the project period. Institutions, at their own discretion, may also supplement individual awards from other institutional funds.

An individual may apply for a one-year competitive renewal of a previously funded pilot project grant. The local IRG review committee must require and review a progress report when considering the application for continuing funding.

ELIGIBILITY

The IRG PI must meet the following eligibility criteria:

- Be an Associate or Full Professor
- Have a track record of extramural cancer research funding
- Have a track record of mentoring junior investigators
- Have publications in peer-reviewed journals
- Have Administrative/leadership experience (i.e., deputy director or director of a program, center, or department)

TERM OF THE AWARD

New grants (\$360,000) are awarded to institutions for a three-year period and may be competitively renewed. The maximum allowable budget per year is \$120,000 to support three subawards of \$40,000 each. Awards may be renewed based on the merit of the renewal application.

If an institution is submitting an application to renew a grant whose funding has lapsed, an explanation for the lapse is required, along with ample documentation of prior pilot project funding. If the grant was inactive for six or more years, it will be considered a new application.

Extension Without Additional Funds. An extension in time is only considered if an institution's renewal application is not successful. This extension may be for up to one year without additional funds, upon written request from the principal investigator. The request must be received 60 days before the expiration date of the grant. (See also Section 18.)

Allocation and Expenditure of Funds

Funds must be allocated by the local IRG Committee before the expiration date indicated in the award letter. Individuals have one year from the time of receipt of their pilot project grants to spend their allocations, **even if this extends past the end date of the entire IRG.** An institution can decide internally to extend the term of an individual pilot project grant so that funds remain available to complete the project.

Once the award is made to the individual grantee, the Society considers the funds expended. However, if any funds from an individual pilot project award remain unspent, they must be either 1) competitively reallocated by the institutional IRG Committee to another pilot project grant; or, if this is not possible, 2) returned to the ACS at the time of grant termination and submission of the Final Report of Expenditures.

Examples of a need to reallocate awarded funds could include:

- premature award termination due to departure of the funded investigator; or
- early termination of the project for scientific reasons or successful NIH funding.

An institution cannot have more than one IRG in effect at any one time. If the entire IRG award made to an institution is not allocated as subawards within the normal term of a grant, the

unallocated funds cannot be carried forward to a renewal IRG. However, funds may be carried forward to subsequent years of the same IRG.

ALLOWABLE EXPENDITURES

- Research supplies and animal maintenance
- Technical assistance
- Domestic travel when necessary to carry out the proposed research program
- Publication costs, including reprints
- 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 (Special justification is necessary for items exceeding this amount.)
- Registration fees at scientific meetings

EXPENDITURES NOT ALLOWED

*The disallowed items below are in addition to those listed earlier in **INSTITUTIONAL EXPENDITURES**.*

- Salary of principal investigator (IRG Chair or pilot project grant recipient)
- Honoraria and travel expenses for visiting lecturers

Indirect Costs

ACS grants are not designed to cover the total cost of an IRG program. The institution is expected to provide the required physical facilities and administrative services. In order to maximize the funds available to the junior investigators, indirect costs are not allowed for IRGs.

CHANGE OF PRINCIPAL INVESTIGATOR

Prior to any change of Principal Investigator, a request must be submitted in writing to the American Cancer Society. The "Change of Principal Investigator" form must be signed by an authorized official of the institution and submitted for review. Additionally, biographical information of the new principal investigator must be sent, and a teleconference must be scheduled with the Scientific Director for IRGs before the form is submitted. This is a requirement for consideration of approval.

To access the necessary form for change in principal investigator, go to: <https://proposalcentral.com>; submission instructions are shown in the Appendix.

PROGRESS REPORTING

As soon as possible following the award of pilot projects in each year of the grant, but no later than December 31, the principal investigator must submit a report of the annual IRG project allocations. This report shall consist of the following:

- The overall funding percentage for the year, i.e., awarded applications as a percent of total applications reviewed;
- The name of each awardee with degree(s);
- The title of the project, its term, and the amount awarded; and

- A copy of the project abstract submitted initially with the IRG pilot project application.

This information will be added to the database record for your grant and provided to the local ACS office to facilitate understanding of the program and interaction with the recipients. *Submission of this information early in each grant year is strongly encouraged.*

To access the necessary form for annual progress reports, click <https://proposalcentral.com>; submission instructions are shown in the Appendix.

REQUIRED FINANCIAL REPORTS

For the Society's purposes, funds are considered expended once they have been allocated from the IRG to the individual investigator, who then has a full year in which to spend the monies allocated. Since many allocations are not made until late in the award year, the final report of expenditures is not due until 15 months after the expiration date stated in the award letter.

For example, if an IRG was in effect from January 1, 2018 to December 31, 2020, the report of expenditures will be due on March 31, 2022.

To access the necessary form for a final report of expenditures, click <https://proposalcentral.com>; submission instructions are shown in the Appendix.

DISCOVERY BOOST GRANTS

DESCRIPTION

Discovery Boost Grants are designed for exploratory research to develop research methodologies, establish feasibility, or pilot test high risk/high reward research across the cancer research continuum. The applicant's institution must provide space and other resources customary for independent investigators. Preliminary data are not expected or required for a Discovery Boost Grant application. It is expected that the preliminary data generated from a Discovery Boost Grant will have the potential for securing additional grant funding to further the research once the project is completed and will open new and highly innovative areas for investigation.

ELIGIBILITY

Independent investigators at any career stage are eligible to apply. Investigators must have a doctorate degree, (MD, PhD, DVM, or equivalent), and have a full-time faculty position or equivalent at a college, university, medical school, or other fiscally responsible, not-for-profit research organization within the United States. There are no citizenship restrictions.

TERM AND BUDGET

Discovery Boost Grants are funded up to \$100,000 per year for up to two years, plus 20% indirect cost. The maximum allowable budget is \$240,000 for a two-year project period. Equipment that equals or exceeds \$5,000 with a useful life of more than one year is not included in the direct cost total used to calculate indirect costs. These grants are not renewable.

Personnel may receive salary support up to the National Institutes of Health salary cap, prorated according to their percent effort on the project. Budgets submitted must be realistic estimates of the funds required for the proposed research.

No Cost Extensions (NCE) for up to 6-months may be requested by the PI. The PI should consult with their Scientific Director 30 days before the grant ends and prior to submitting the NCE request form found on proposalCENTRAL. Typically, the total dollar amount that is allowed to be carried over must be equal to or less than 6 months of direct costs, plus 20% allowable indirect costs.

Resubmission

One resubmission is allowed for Discovery Boost Grant proposals.

EXPENDITURES

ACS research grants are not designed to cover the total cost of the research proposed nor the investigator's entire compensation. The grantee's institution is expected to provide the required physical facilities and administrative services normally available at an institution.

The Society is flexible in response to the changing needs of a research program. The principal investigator may make minor budget alterations, changes less than \$15,000 per year do not require written approval from your Scientific Director.

Major changes in expenditures (>\$15,000 per year) require written approval from your Scientific Director. However, for permanent equipment, the annual threshold requiring written approval is >\$5,000. Contact your Scientific Director for guidance.

CHANGE OF INSTITUTION

Discovery Boost Grantees may transfer their grant from one institution to another eligible institution only after receiving written approval from the Society. Grant recipients must request a transfer as soon as a final decision for changing institutions has been made. Contact the Program Office to alert the Scientific Director of your intent to transfer.

- Forms can be found under the Deliverables tab at <https://proposalcentral.com/>. Prior to a transfer, the ACS must receive the following:
- A request for transfer in writing, indicating the anticipated transfer date.
- A statement from an administrative official at your original institution relinquishing the grant.
- Report of Expenditures from the original institution, together with a check for any unexpended funds.
- Discovery Boost Grant transfer forms (title page, contact information page, and the assurances and certification page of the Discovery Boost Grant application form). These must be completed by the appropriate individuals at the new institution, indicating acceptance of the grant.
- Payments to the new institution will not be initiated until a final accounting and a check for any unexpended funds have been received from the original institution and the transfer has been approved by the Society. This final financial report must be submitted within 60 days of the date the transfer was requested.

Please Note: Annual reports are required prior to approval of any grant modifications, including transfers and no-cost extensions. The ACS reserves the right to deny requests for project or team changes, extensions, transfers, or leave of absence.

Information regarding other types of grant modifications can be found in Section 18 of the All Grant Policies document.

PROGRESS REPORTING

Annual and final reports represent a critical part of responsible stewardship of the donated dollars. We greatly appreciate your efforts to assist us in fulfilling this important commitment to our donors. Information from these reports may be shared with donors under a Non-Disclosure Agreement. Therefore, do not include proprietary or confidential information.

To access the necessary forms for annual and final progress reports, please go to <https://proposalcentral.altum.com>.

- Both non-technical and scientific progress reports are to be submitted each year within 60 days after the first and subsequent anniversaries of the start date of the grant.
- The final report should cover the entire grant period. Final reports are due within 60 days after the grant has terminated. If the grant has been extended without additional funds or if the grant is terminated early, the final report is due within 60 days of the termination date.
- Reports are to be submitted in a timely manner. If this is not possible, please email your program office to extend the reporting deadline must be made. Otherwise, noncompliance may result in the withholding of payment on all grants in effect at the recipient institution until reports are received.
- Additional progress reporting may be required for Discovery Boost Grants, such as Discovery Boost Grants awarded as part of a Collaborative Learning Community Hackathon or a donor request for a highly exploratory project.

MISSION BOOST GRANTS

DESCRIPTION

The American Cancer Society has historically focused its investments on grant mechanisms that help launch the careers of investigators in cancer research. These investments have funded some of the brightest minds in cancer research. They've also broadly expanded knowledge about cancer biology in cells, animals, and humans, and about cancer health services and disparities, in addition to providing training for many healthcare professionals. Mission Boost Grants (MBG) are designed to support select current and past ACS grantees specifically for the translation of their research to human testing.

Mission Boost Grants are opportunities for ACS grantees to seek additional, or “boost,” resources for innovative, high-risk/high-reward projects. MBGs offer two stages of funding.

- **Stage I** requires the investigator to develop outcome-specific, unequivocal milestones that reduce the risks of studying a new drug, device, or procedure in patients. The topic of study may be the same that was previously funded by the ACS grant, but it is not required to be. Stage I MBG studies can be preclinical or clinical in nature.
- **Stage II** allows investigators to receive support for an additional period for advancing the research to clinical testing in cancer patients. Stage II MBG studies must involve testing in cancer patients.
 - It requires the investigator to have successfully completed the Stage I milestones.
 - Investigators can apply for Stage II grants after 18 months of Stage I, provided they have completed the milestones.
 - Stage I MBG recipients may apply for Stage II funding for up to 12 months following the Stage I end date.

Focus of the Mission Boost Program

To be considered for an MBG, research projects must focus on studies in cancer patients, such as:

- Treatment – First Time in Humans (FTIH); clinical proof-of-concept (PoC); side effect reduction
- Diagnostics/Prognostics/Medical Devices – Clinical validation in humans
- Prevention – Including initial incidence or recurrence in humans (biomarker based/biomarker testing) and the identification and testing of interventions

ELIGIBILITY

Applicants must be either current or past ACS grantees who:

- Have held or currently hold one of these grants (or previous versions of such awards):
 - Research Scholar Grant (RSG)
 - Clinician Scientist Development Grant (CSDG)
 - Mentored Research Scholar Grant (MRSG)
 - Cancer Control Career Development Awards (CCDA)
 - Pilot and Exploratory Projects in Palliative Care (PEP) Award
 - ACS Postdoctoral Fellowship (PF) (previously awarded)
- There is no time restriction on when the previous award ended.

- Held one of the above ACS grants for a minimum of one year. For current ACS grantees, we recommend applying in the last year of the grant as part of the Stage I review is consideration of discoveries made under ACS support.
- Are currently independent, full-time faculty at a not-for-profit, US-based research institution that has facilities and support to enable preclinical and clinical studies. PI cannot hold more than one MBG at a time.
- PIs are encouraged to develop collaborations with pharmaceutical companies/private entities to fully realize a project.

Who's Not Eligible: Individuals who have had IRG pilot awards without also having one of the grant types listed above. ACS Professors are not eligible to apply.

TERM AND BUDGET

Mission Boost Grants will be composed of two stages of funding:

Stage I will be for a term of up to two years in duration with an allowable budget of \$100,000 per year direct costs plus 20% allowable indirect costs. Specific outcome-based milestones must be defined, which are focused on enabling clinical testing during Stage II. Following at least 18 months of Stage I funding and completion of milestones, the Boost Grantee will be eligible to apply for Stage II funding.

Stage II will be for a term of up to 18 months with an allowable budget up to \$500,000 direct costs plus 20% allowable indirect costs for clinical testing.

For both Stage I and Stage II studies, if requested and approved by the Scientific Director, a maximum of six months will be allowed for no cost extensions.

We recognize that the two stages of the Mission Boost Grant may be inadequate to fully fund progress to cancer patient testing in many circumstances. It is our hope that MBG funding will be a catalyst to attract additional funding to more rapidly deliver benefits of research to cancer patients.

No Cost Extensions (NCE) for up to 6-months may be requested by the PI. The PI should consult with their Scientific Director 30 days before the grant ends and prior to submitting the NCE request form found on proposalCENTRAL. Typically, the total dollar amount that is allowed to be carried over must be equal to or less than 6 months of direct costs, plus 20% allowable indirect costs.

Resubmission

One resubmission is allowed for both Stage I and Stage II proposals.

EXPENDITURES

Mission Boost Grants are intended to fit a variety of needs in scientific investigations related to cancer. A grant is generally made to cover the cost of such items as salaries and benefits for professional and technical personnel, special equipment, supplies, and other miscellaneous items required to conduct the proposed research. Personnel may receive salary support up to a maximum that equals the National Institutes of Health salary cap, prorated according to their percent effort on the project. Budgets submitted must be realistic estimates of the funds required for the proposed research.

It is the intent of the Society to be flexible in response to the changing needs of a research program. The Principal Investigator may make minor alterations within the approved budget except where such expenditures conflict with the policies of the Society. Major changes require written approval from the Society. A major budget change is one that is greater than \$15,000/year during the grant funding period. The \$15,000 threshold does not apply to the purchase of permanent

equipment. The purchase of permanent equipment has a \$5,000/year threshold, beyond which written approval is required by the Society. Please contact your Scientific Director for guidance.

CHANGE OF INSTITUTION

Recipients of a Mission Boost Grant may transfer their grant from one institution to another eligible institution only after receiving written approval from the Society. Grant recipients must request a transfer as soon as a final decision for changing institutions has been made. Contact the Program Office to alert the Scientific Director of your intent to transfer. Forms can be found at <https://proposalcentral.com/>.

Prior to a transfer, the American Cancer Society must receive the following:

- A request for transfer in writing, indicating the anticipated transfer date.
- A statement from an administrative official at your original institution relinquishing the grant.
- Report of Expenditures from the original institution, together with a check for any unexpended funds.
- Mission Boost Grant transfer forms (title page, contact information page, and the assurances and certification page of the Mission Boost Grant application form). These must be completed by the appropriate individuals at the new institution, indicating acceptance of the grant.
- Payments to the new institution will not be initiated until a final accounting and a check for any unexpended funds have been received from the original institution and the transfer has been approved by the Society. This final financial report must be submitted within 60 days of the date the transfer was requested.

MENTORED TRAINING AND CAREER DEVELOPMENT GRANTS

CLINICIAN SCIENTIST DEVELOPMENT GRANTS

DESCRIPTION

The Clinician Scientist Development Grant (CSDG) supports junior faculty members in becoming independent investigators as clinician scientists. Clinician scientists are investigators licensed to provide clinical care and trained to conduct research. They pursue cancer research questions relevant to improving health.

This grant is designed for individuals, trained primarily as clinicians, who seek to maintain clinical practice and conduct research. The goals are to 1) strengthen their capacity to conduct cancer research and 2) increase their numbers. During the award term, individuals are expected to have an active role in clinical care and acquire the research training, mentoring, and experience necessary for transitioning into a successful career as an independent investigator.

In addition to the research project itself, the activities during the award period must be designed to develop the necessary knowledge and skills in relevant areas through mentoring and training such as course work, lectures, seminars, self-directed learning, or workshops.

Note: Doctoral-level applicants who are non-clinicians, and clinicians no longer involved in clinical care, are **not eligible** to apply for the CSDG. If eligible, these researchers are encouraged to apply for the Research Scholar Grant or the Postdoctoral Fellowship.

ELIGIBILITY

Individuals meeting the following criteria are eligible to apply without prior approval from the American Cancer Society (**Fig. 1**). Applicants must:

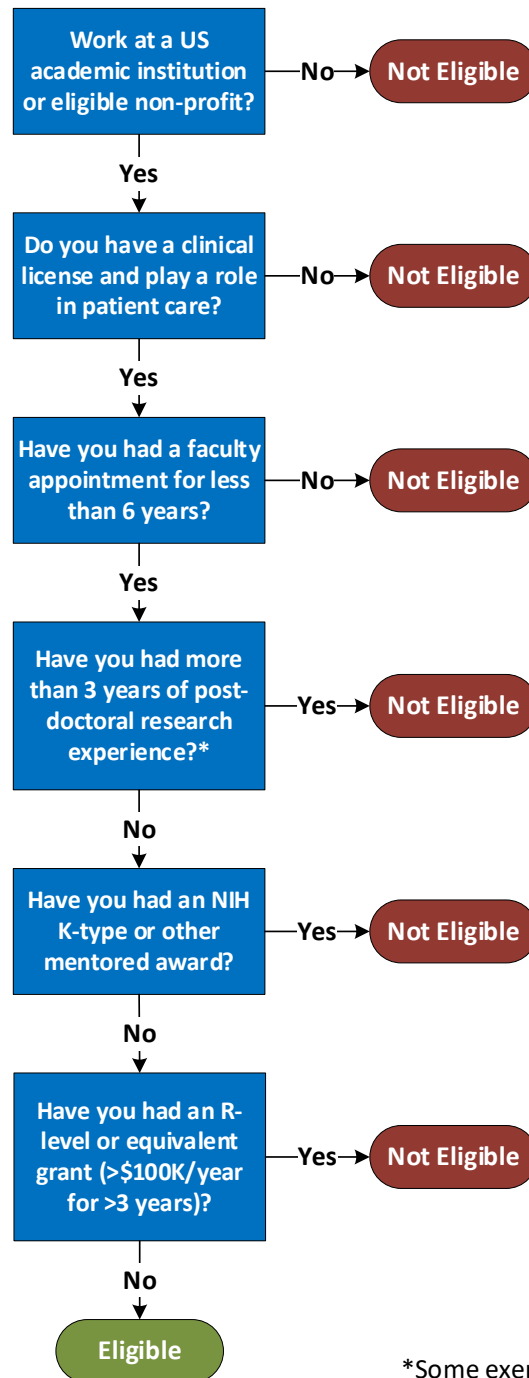
1. Have a clinical doctoral degree (e.g., MD, DO, DDS, DNP, DSW, PharmD, PsyD, DVM etc.) with an active license to provide clinical care. Applicants may also hold dual degrees such as MD/PhD, RD/PhD, DVM/PhD, etc.
2. Be within the first six years of an initial full-time faculty position.
3. Provide justification to support the need for mentoring. Faculty with independent research programs and/or independent extramural research funding (an NIH R01 or equivalent) may not apply.
4. At the time of application, have no more than three years of mentored postdoctoral research training or experience. Applicants who have completed institutional career development awards (e.g., NIH K12) are eligible, but recipients of individual career development awards, such as an NIH K07, K08, or K23 grant, are not. CSDG grantees may not hold concurrent career development awards. All time spent in mentored postdoctoral research training, including time spent in institutional career development awards, counts toward the 3-year limit on mentored training.

Career path or extenuating circumstances may allow for an extension of eligibility. For instance, the following do not count against the applicant in determination of the timeframe for eligibility:

- **Exempt Clinical Training.** Internships, residencies, and oncology subspecialty training (clinical fellowships) are not considered research training. Any postdoctoral mentored training, even if done during a fellowship, counts towards the total allowable 3 years of mentored training.

- **Leave of Absence.** An appropriately documented leave of absence is not counted in the years of eligibility. Leaves of absence may include military service (except research training/experience), medical, or family leave.

Clinician Scientist Development Grant (CSDG)



*Some exemptions because of personal or professional leave; please inquire at grant.eligibility@cancer.org.

Figure 1. Eligibility decision tree for CSDG applicants.

- **Other Experience.** Time spent working in a non-research position (e.g., clinical, teaching, administrative, or technical) is not counted toward eligibility. Work in industry in which the applicant gains research experience is not exempt.

Applicants with extenuating circumstances or who remain uncertain about their eligibility status may request a formal evaluation of their eligibility via email to grant.eligibility@cancer.org.

Making a formal evaluation of eligibility request:

- In the email subject line, insert “formal evaluation of eligibility,” and in the body of the email, briefly state the reason for your request. Include the following attachments: 1) A letter describing the rationale for an exception to the eligibility rules, 2) A full curriculum vitae, and 3) A biosketch.
- Request must be submitted at least 6 weeks before the application submission deadline (i.e., September 1 for the October 15 deadline, February 15 for the April 1 deadline).
- Following the review of your request by the Eligibility Committee, you will receive an email regarding the outcome of the review. If your request for an eligibility extension is approved, include this letter in the Appendix of your application.

TERMS

Applicants may apply for a project period of 3 to 5 years, depending on the amount of mentored post-doctoral research training. The application deadline date determines the time frame and duration of eligibility for a CSDG. The following table shows eligibility for a MD or PhD clinician at the time of application.

Parameters for determining the CSDG project period (based on application deadline date).

Postdoctoral, Mentored Research Training (years)	Max Project Period Allowed (years)
0 to < 2	5
2 to <3	4
3	3

BUDGET

Awards are made for up to five years and up to \$135,000 per year (direct costs), plus 8% allowable indirect costs.

- Applicants must obtain institutional commitment to dedicate at least 50% of their time to the proposed research and training plan.
- The budget for the grant period may include the applicant’s salary, prorated according to the percent of effort devoted to the project, and additional funds for the research and training activities proposed.
- The budget may include salary and benefits for the mentor(s) up to \$10,000 per year — the maximum amount regardless of the number of mentors.
- Grant-funded salaries of the applicant and mentor(s) may not exceed the NIH cap. If the salary of either exceeds this cap, the institution may supplement the Society’s contribution from other sources.
- Budgets must be realistic estimates of the funds required for the proposed research.
- If your application focuses on palliative care and/or symptom management, you may be invited to attend the annual Katherine M. Foley Palliative Care and Retreat and Research

Symposium in certain years. To accommodate attendance, include approximately \$1,500 per year for the PI to travel to this meeting. For clarification contact the program manager, Chanda Felton (Chanda.Felton@cancer.org), prior to submitting your application.

RESUBMISSION OF UNFUNDED APPLICATIONS

Applications that are not funded may be revised and resubmitted, subject to the following:

- Only two resubmissions are permitted.
- The same eligibility criteria apply as in a first submission.
- Resubmitted applications compete on an equal basis with all applications.
- Letters of recommendation may be reused if the application is resubmitted within a calendar year of the initial proposal. The recommenders must upload the letters to proposalCENTRAL again.

RENEWALS AND EXTENSIONS OF AWARDED GRANTS

- CSDGs are not renewable.
- The CSDG termination date may be extended for up to one year, without additional funds, upon written request from the Principal Investigator. The Scientific Director must receive this request before the expiration date of the grant.

CHANGE OF INSTITUTION/MENTOR(S)

Recipients of a CSDG may transfer their grant from one institution to another eligible institution or change their mentor(s) only after receiving written approval from the Society. Grant recipients must request a transfer as soon as a final decision for changing institutions has been made. Contact the Program Office to alert the Scientific Director of your intent to transfer. Forms can be found under the Deliverables tab at <https://proposalcentral.com/>.

Prior to the formal transfer, the ACS must receive the following:

- A statement from an administrative official of note, at the original institution, relinquishing the grant.
- The final Report of Expenditures from the original institution, together with a check for any unexpended funds.
- CSDG transfer forms (title page, contact information page, and assurances and certification page) completed by the appropriate individuals at the new institution. These should indicate acceptance of the grant and document appropriate resources and mentorship.

Payments to the new institution will not be initiated until a final accounting and a check for any unexpended funds have been received from the original institution and the Society has approved the transfer. The final accounting must be submitted within 60 days of the transfer request.

The forms for transfer can be found at <https://proposalcentral.com/>.

POSTDOCTORAL FELLOWSHIPS

DESCRIPTION

Postdoctoral Fellowships are designed to support individuals in programs of research training and study to enable new investigators to competitively qualify for independent careers in cancer research. Peer reviewers will consider whether the fellowship broadens the applicant's research training and experience.

An application for a Postdoctoral Fellowship must be endorsed by the applicant's proposed mentor and the head of the department in which the training will be conducted. A plan of training must be formulated and agreed on by the mentor and the applicant and described in detail in the application. Preliminary data included in the application must be carefully attributed to the person(s) responsible. There is an expectation that the fellow will commit 100% of research efforts to this project. Clinical scientists must contact the appropriate Scientific Director prior to applying to discuss the anticipated level of clinical service (no less than 80% FTE) during the award period. The stipend may be supplemented with non-grant funds, as long as the supplemental funding allows 100% effort to be maintained. **Unfunded applications for Postdoctoral Fellowships may only be resubmitted once.**

TERM AND ELIGIBILITY

Postdoctoral Fellows must be, at the time of application, US citizens, or permanent residents. Applicants must have obtained their doctoral degree prior to activation of the fellowship and may apply for two- or three-year fellowships. The Society uses the application deadline date to determine eligibility and the duration of fellowship awards.

The following table may be used to clarify eligibility:

At the time of application if PhD or MD has been held:	American Cancer Society eligibility (based on application deadline date)
0 to < 2.0 years	3 years
2.1 to < 3.0 years	2 years

Individuals who have held a PhD or MD for more than three years at the time of application generally are not eligible for a fellowship. However, the following are not considered in the determination of eligibility:

- **Exempt Training:** Internships, residencies, and oncology subspecialty training are not considered research training, and do not count toward the 3-year limit beyond the terminal degree.
- **Leave of Absence:** An appropriately documented leave of absence will not be counted in the years of eligibility. Leaves of absence may include military service (that does not include research training/experience), family leave, and teaching in a non-research position.

Applicants who are uncertain about their eligibility status (or have had extenuating circumstances and would like to request an extension) may request an eligibility review but must do so no later than six weeks prior to the application submission deadline (by September 1 for the October 15 deadline; by February 15 for the April 1 deadline).

A request for evaluation of eligibility should be sent to grant.eligibility@cancer.org. Please attach: (1) A letter that includes the rationale for requesting an exception to the American Cancer Society eligibility rules; (2) A full curriculum vitae; and (3) A Biosketch. If your request is approved, you will receive correspondence via email confirming your eligibility to apply, which should be included in

the Appendix of your application. Additional questions may also be directed to grant.eligibility@cancer.org.

Resubmission

Revised applications may be resubmitted once if the applicant meets the eligibility requirements at the time of application. Revised applications will be reviewed in the same detail as the original submission and compete on an equal basis with new applications (see Postdoctoral Fellowship Instructions).

BUDGET

A Postdoctoral Fellowship consists of a stipend and fellowship allowance. Institutional indirect costs may not be recovered from these funds. In most cases, No Cost Extensions are not allowed for postdoctoral fellowships.

Stipend: Awards cover \$52,000, \$54,000, and \$56,000 for the first, second, and third years respectively. Fellows eligible for only two years may request progressive stipends of \$54,000 and \$56,000, respectively. The annual stipend must be used solely for the salary support of the fellow. The institution may supplement the stipend with non-grant funds, as long as 100% of the research effort on the Society Fellowship is maintained. An awardee may not hold a Postdoctoral Fellowship Award from another funding source (federal or non-federal) at the same time as the American Cancer Society Award. The Society does not withhold any amount for income tax purposes. The applicant should contact the Internal Revenue Service to determine the tax status of the fellowship.

Fellowship Allowance: Each fellow will receive \$4,000 per year during the fellowship plus \$1,500 in the last year. The annual allowance may be used to help defray costs incurred for the benefit of the fellow. Examples of such costs are health insurance, workshop costs and expenses associated with **presenting** at a domestic scientific meeting(s). The additional \$1,500 in the last year is to be prioritized for travel costs to attend the American Cancer Society Jiler Professors and Fellows Conference, if offered that year, or expenses associated with presenting at another domestic scientific meeting.

PAID PARENTAL LEAVE

New parent postdoctoral fellows (PFs) may elect to take parental leave for the adoption or birth of a child. The PF will not perform research during family leave but will continue to receive the ACS stipend/salary for up to 12 weeks (minimum of 4 weeks). In addition, ACS will extend the end date of the postdoctoral fellowship with a supplement equivalent to the amount of time used for ACS parental leave, allowing the PF to complete the full fellowship term, and retain their stipend while on leave. The PF should review their institution's parental leave policy prior to requesting ACS parental leave. If an institution offers paid parental leave for postdoctoral fellows, the PF must first use institutional leave and ACS will pay for leave up to 12 weeks. PFs may not receive paid leave from both the institution and ACS concurrently. The fellowship supplement at the end would provide salary for a time equivalent to the amount of ACS (or institution + ACS) leave. Postdoctoral fellows taking leave that extends beyond the grant end date would receive salary for up to 12 weeks leave and the time remaining on their grant. Prior to notifying the ACS, PF's should discuss parental leave with their mentor(s).

Postdoctoral fellows should notify their Scientific Director 30-60 days, or as soon as possible, before the anticipated leave. The PF must download and submit a Parental Leave Form in proposalCENTRAL, as well as upload a letter from their mentor/s acknowledging the leave. The PF will be notified when their leave has been approved. The PF and their mentor should notify their Scientific Director by email upon returning to work.

CHANGE OF INSTITUTION/MENTOR

The grantee is required to discuss any proposed change in institution and/or mentor with the Scientific Director prior to the proposed change.

CHANGE OF INSTITUTION

Recipients of a Postdoctoral Fellowship may transfer their grant from one institution to another only after receiving written approval from the Society. Prior to transfer, upload the following to proposalCENTRAL (<https://proposalcentral.com/>):

- A request for transfer in writing, indicating the anticipated transfer date. If the primary mentor or project will also change, please refer to the Change of Mentor section below.
- A statement from an administrative official at the original institution relinquishing the grant.
- A Postdoctoral Fellowship transfer form, completed by the appropriate individuals at the new institution, indicating acceptance of the grant.
- The final Report of Expenditures from the original institution, together with a check for any unexpended funds. Payments to the new institution will not be initiated until a final accounting and a check for any unexpended funds have been received from the original institution and the transfer has been approved by the Society. This final financial report must be submitted within 60 days of the date the transfer was requested.

CHANGE OF PRIMARY MENTOR

A change of primary mentor for the recipients of Postdoctoral Fellowships is not routinely allowed but will be considered on a case-by-case basis. If a change in primary mentor also involves a change in project and/or institution, a new application may be requested. Contact the appropriate Scientific Director for further information.

GRANT CANCELATION

If the fellow cancels their fellowship early, the postdoctoral fellowship cannot be transferred to a different postdoctoral fellow.

RESEARCH AND CLINICAL RESEARCH PROFESSOR AWARDS

DESCRIPTION

ACS Research Professor and Clinical Research Professor awards are primarily honorific awards for individuals that have made seminal contributions in cancer research. The unrestricted awards provide unique research opportunities to foster creativity and innovation in cancer research. Research Professor awards provide flexible funding for outstanding investigators who have been a full professor for 15 years or less who are expected to continue making seminal contributions to change the direction of cancer research.

Clinical Research Professor awards provide flexible funding for outstanding investigators who have been a full professor for 15 years or less and have made seminal contributions in areas of cancer control that have changed the direction of clinical, psychosocial, behavioral, health policy or epidemiologic cancer research. ACS Clinical Research Professor awards may also be used to support individuals who are dedicated to bringing advances into the clinical arena.

ACS Research and Clinical Research Professors are expected to be spokespeople for the Society and for cancer research in general. Up to two five-year awards may be made annually and each award may be renewed once. The award of up to \$80,000 per year can be budgeted at the recipient's discretion for creative pursuits in cancer research. See Section 6 below for special conditions of the award.

TERMS

Research Professor and Clinical Research Professor awards are made for an initial five-year period. The Society will support up to 25 active Research Professors and up to 15 active Clinical Research Professors. Up to two new awards are typically made in each category per year. Professor awards may be renewed for a single five-year term, contingent upon peer review of activities and progress made during the initial award period.

The application of renewal will not compete with candidates applying for a new award. While funding will not continue beyond the end of the 10-year period, the title of ACS Professor should be used throughout the scientist's career. Awardees who resign during the tenure of the award are encouraged to continue using the title. If the awardee no longer holds an appropriate position, retires, or is deceased, the grant terminates.

APPLICATION PROCESS FOR NEW AWARDS

Interested individuals must electronically submit a 2-3 page Letter of Intent (LOI) and *curriculum vitae* with a complete bibliography to Dr. Elvan Daniels, Senior Vice President, Extramural Discovery Science, via the American Cancer Society electronic submission website at <https://proposalcentral.altum.com>. The LOI for the Research Professor Award must be submitted between December 1 and February 1. The LOI for the Clinical Research Professor Award must be submitted between June 1 and August 1. The LOI should briefly describe the candidate's seminal contributions to cancer research, their leadership roles in the cancer research community, and their track record of mentoring individuals who have become successful in cancer research. The candidate will be notified by email if the LOI has been accepted or not. Acceptance provides the candidate with immediate access to the application forms on proposalCENTRAL. Research Professor candidates whose LOI has been approved must submit their application for the award for the April 1 deadline, and Clinical Research Professor candidates whose LOI has been approved must submit their application for the award for the October 15 deadline.

New applications are reviewed by the appropriate peer review committee and the Extramural Discovery Science Council. A virtual site visit may be required as part of the review process.

If a previous applicant is considering resubmitting their application, we highly recommend waiting 2-3 years prior to resubmission. Unfortunately, we are unable to provide formal critiques following peer review; however, the relevant Scientific Director can provide you with a verbal summary of review.

For further information, contact:

Elvan Daniels, MD, MPH
Senior Vice President, Extramural Discovery Science
American Cancer Society, Inc.
kim.a.smith@cancer.org

APPLICATION PROCESS FOR RENEWALS

Research Professors and Clinical Research Professors have gone through a rigorous peer review process that identified *them* as an *individual* who has made seminal discoveries in their field and is recognized as a thought leader and successful mentor whose contributions are projected to continue. The purpose of the renewal is to ensure that the recipient continues to be a highly productive investigator who is continuing to make seminal contributions through research and mentoring and has not become overly burdened with administrative responsibilities. The renewal is also designed to determine if the ACS Professor has served as a spokesperson for the Society through participation in Society-sponsored events including the Jiler Professors conference and through use of the American Cancer Society Professor title on publications and during speaking engagements.

At the start of the renewal process, proposalCENTRAL (<https://proposalcentral.com>) will request a Letter of Intent (LOI). Since this is a renewal, you do NOT have to submit a formal LOI. Enter the title of your renewal in the online LOI and submit it. You will then receive an email confirming access to the application forms on proposalCENTRAL. Renewals are reviewed solely by the Extramural Discovery Science Council.

The renewal application must be submitted through the American Cancer Society electronic application website at <https://proposalcentral.com>. Renewals must be submitted between January 1 and April 1 of the final year of the Research Professor Award, and between July 1 and October 15 of the final year of the Clinical Research Professor Award. A reminder will be sent by Dr. Elvan Daniels, Senior Vice President, Extramural Discovery Science, prior to the respective deadline.

BUDGET

The Research Professor and Clinical Research Professor awards provide funding for a five-year term of up to \$80,000 per year (**direct costs only; no indirect costs allowed**).

Expected Conditions for Research Professor and Clinical Research Professor Awards

- A. The position will carry all rights and privileges normally provided at the institution.
- B. In accordance with normal practices of the institution, the awardee may look forward to promotions and to appropriate salary increases.
- C. The awardee will be provided with physical facilities and administrative services to conduct research and/or have access to clinical facilities.
- D. The awardee will be expected to periodically speak on behalf of the American Cancer Society and to use the title as appropriate in professional appearances and publications. Speaking appearances will be arranged to be mutually convenient to the awardee and the Society.

- E. The awardee will be expected to make a good-faith effort to attend the biennial Harry and Elsa Jiler American Cancer Society Professors and Fellows Conference.

REQUIRED REPORTS

Final Report: Both a non-technical and a technical report must be submitted within six weeks of the termination date of the award. The final progress report template is provided in the “Deliverables” section at <https://proposalcentral.com/>. The final report should cover the entire grant period. In the event the award has been extended without additional funds, the final report is not due until the new termination date of the grant. If the award is terminated early, a final report must be submitted within six weeks of the early termination date.

If you have any questions, please contact Dr. Elvan Daniels, Senior Vice President, Extramural Discovery Science at kim.a.smith@cancer.org.

CHANGE OF INSTITUTION

Recipients of a Research or Clinical Research Professor Award may transfer their grant from one institution to another eligible institution only after receiving written approval from the Society. Grant recipients must request a transfer as soon as a final decision for changing institutions has been made. The review of the transfer request may require a site visit. **Contact the Program Office to alert the Scientific Director of your intent to transfer.** Forms can be found under the “Deliverables” tab at <https://proposalcentral.com/>.

Prior to a transfer, the American Cancer Society must receive the following:

- A. The request for transfer in writing, indicating the anticipated transfer date;
- B. A statement from an administrative official at the original institution relinquishing the grant;
- C. The Report of Expenditures from the original institution together with a check for any unexpended funds;
- D. Research/Clinical Research Professor Award transfer forms (title page, contact information page, and assurances and certification page of the Research Professor Award application form) completed by the appropriate individuals at the new institution, indicating acceptance of the grant;
- E. Payments to the new institution will not be initiated until a final accounting and a check for any unexpended funds have been received from the original institution and the transfer has been approved by the Society. This final financial report must be submitted within 60 days of the date the transfer was requested.

REQUESTS FOR APPLICATIONS

PILOT AND EXPLORATORY RESEARCH PROJECTS IN PALLIATIVE CARE OF CANCER PATIENTS AND THEIR FAMILIES

Only resubmissions of previously reviewed applications are being accepted in Fall 2022.

DESCRIPTION

The Pilot and Exploratory Project mechanism supports a small pilot or exploratory project to test interventions, develop research methodologies, and explore novel areas as defined here:

Palliative care specializes in the relief of pain and other symptoms of cancer and its treatment. Palliative care research focuses on the prevention and relief of suffering by the early identification, assessment, and treatment of pain, as well as of other physical, psychosocial, and spiritual problems associated with cancer.

Reducing suffering and improving the quality of care and quality of life for patients, family members, and caregivers are major goals of this area of care. Research may focus on one or more of these:

- decision-making
- treatment
- symptom control
- team care
- engaging family members and caregivers to address communication barriers and/or optimal symptom management.

The Society partnered closely with the National Palliative Care Research Center (NPCRC) to formulate this mechanism, and the [NPCRC](#) continues to be a valuable partner.

ELIGIBILITY

- Applications may be submitted by not-for-profit institutions located within the US and its territories.
- PI must be doctoral level (i.e., PhD, MD, DrPh, DSW, etc.) and have full-time faculty appointment at an academic institution or eligible non-profit organization within the US. Independent investigators at **all** stages of their career are eligible to apply.

TERMS AND BUDGET

Awards may not exceed a period of two years duration with a maximum budget of \$60,000 per year plus 20% indirect costs. Salary support for the Principal Investigator may not exceed 20% of the funded project's direct costs.

Resubmission of Unfunded Applications

- Applications that are not funded may be revised and resubmitted two additional times (i.e., a total of three times).
- Applications for this RFA may be submitted only during cycles when the RFA is active, i.e., when it is posted online.

Renewals and Extensions of Awarded Grants

- These grants are not renewable.
- The termination date of any grant may be extended for up to one year without additional funds upon written request from the Principal Investigator. The Scientific Director must receive this request 30 days before the expiration date of the grant.

CHANGE OF INSTITUTION

Recipients of a Pilot and Exploratory (PEP) Project award may transfer their grant from one institution to another eligible institution only after receiving written approval from the Society. Grant recipients must request a transfer as soon as a final decision for changing institutions has been made. **Contact the Program Office to alert the Scientific Director of your intent to transfer.** Forms can be found under the Deliverables tab at <https://proposalcentral.com/>. Prior to transfer, upload the following to proposalCENTRAL:

- A request for transfer in writing, indicating the anticipated transfer date.
- A statement from an administrative official at the original institution relinquishing the grant.
- A PEP transfer form, completed by the appropriate individuals at the new institution, indicating acceptance of the grant.
- The final Report of Expenditures from the original institution, together with a check for any unexpended funds. Payments to the new institution will not be initiated until a final accounting and a check for any unexpended funds have been received from the original institution and the transfer has been approved by the Society. This final financial report must be submitted within 60 days of the date the transfer was requested.

APPENDIX A: GUIDELINES FOR MAINTAINING RESEARCH AND PEER REVIEW INTEGRITY

The American Cancer Society seeks excellence in the discovery and dissemination of knowledge regarding the cause, prevention, detection, diagnosis, treatment, survivorship, and health policy of cancer. This requires that all individuals affiliated with, or funded by, the American Cancer Society adhere to the highest standards of professional integrity. Volunteer grant reviewers for the American Cancer Society will also be held to the highest codes of conduct and integrity in performing their essential function of peer review.

The American Cancer Society provides grant funds for individuals at academic and other not-for-profit institutions to promote cancer-related training, research, and treatment. This represents a contractual relationship with such institutions, and it is an accepted responsibility and obligation of those institutions to provide policies and procedures for their faculty, staff, and students that address possible misconduct in training, research, and treatment of patients. Moreover, it is the responsibility and obligation of faculty, students, and staff engaged in scientific research and training to be aware of policies and procedures for addressing possible misconduct at their institutions, and to follow those procedures in reporting possible misconduct.

While questions of the integrity of applicants, grantees, and reviewers are very infrequent, they do occur. Ensuring that all questions regarding research integrity are handled in a discrete, but thorough, manner is the responsibility of the Scientific Program Directors managing the review process and portfolios of funded grants, and of the Senior Vice President for Extramural Discovery Science.

The actions of the Scientific Directors and the Senior Vice President for Extramural Discovery Science must insure:

- the confidentiality and anonymity of the individual raising the question of misconduct,
- the integrity of the American Cancer Society and its review processes,
- the rights of the individual accused of misconduct, and
- their own credibility and integrity.

Article I

Standards and Definitions:

1.1 Research Misconduct by Applicants or Grantees

The American Cancer Society uses the following definitions related to scientific misconduct outlined in the Federal Guidelines [Federal Register, Vol. 65, No. 235, pg. 76260-76264].

- Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.¹
- Research, as used herein, includes all basic, applied, and demonstration research in all fields of science, engineering, and mathematics. This includes, but is not limited to, research in economics, education, linguistics, medicine, biology, chemistry, psychology, natural sciences, social sciences, and statistics, and all research involving human subjects or animals.¹

- Fabrication is defined as making up data or results and recording or reporting them.¹
- Falsification is defined as manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.¹
- The research record is defined as the record of data or results that embody the facts resulting from scientific inquiry. It includes, but is not limited to, research proposals, laboratory records (both physical and electronic), progress reports, abstracts, theses, oral presentations, internal reports, and journal articles.¹
- Plagiarism is defined as the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
- Research misconduct does not include honest error or differences of opinion.¹
- Reported Qualifications must be accurate (e.g., years since degree earned).

1.2 Research Misconduct by Peer Review Committee Members

The American Cancer Society has adopted the following definitions of misconduct by members of a Peer Review Committee. Misconduct in review is defined as:

- Review for an application for which there is a clear conflict of interest (COI) between the reviewer and applicant. Examples of a COI include joint work on a recent publication, collaboration on a grant, or having trained together.
- Failure to notify ACS personnel of actual, potential, perceived, or potentially perceived conflicts of interest.
- Any communication pertaining to review-related materials between a reviewer and an applicant or applicant's mentor, when the application includes an element of training.
- Any communication of the unpublished content of a grant application by a reviewer with any individual who is not a permanent or ad hoc member of the peer review committee to which an application is assigned, or who has not been approved by the Scientific Director for such communication.
- Any use of the unpublished content or concepts of a grant application in pursuit of scientific or career goals by a reviewer.
- Any review or use of the contents of a grant application by a reviewer who might have, or might be perceived to have, a conflict of interest with the applicant or his/her mentor, when the application includes an element of training.

1.3 Confidentiality Standard for Reviewers

To preserve the integrity of the peer review process, all parties involved in the review process must adhere to the following practices regarding confidentiality and non-disclosure:

¹ The above definitions are outlined in the Federal Guidelines [Federal Register, Vol.65, No.235, pg.: 76260-76264]

- Reviewers must not discuss applications reviewed with any individual not designated as a part of the review process, and especially not with applicants or their mentors in the case of training grants, either before or after the peer review meetings.
- Any inquiries to a peer review panel member regarding an application from an applicant, PI, Co-PI, consultant, or their mentor, to a member of a peer review committee or the ACS Extramural Discovery Science Council must be reported immediately to the Scientific Director.
- All materials related to the review process must be destroyed or given to the Program Manager at the end of the review meeting.
- For purposes of this standard, materials related to the review process include, but are not limited to paper, bound volumes, flash drives, electronic files accessed via the internet, and oral presentations or discussions.

1.4 Conflict of Interest Standard for Reviewers

To preserve the integrity of the peer review process, all participants in the process must adhere to these principles and practices:

- Reviewers must not be an employer or employee of an applicant and may not be employed by the same institution as an applicant within three years of the date of submission of an application.
- Reviewers must not be a party to any agreement for future employment or other agreement or arrangement with an applicant or any person listed as key personnel on an application.
- Reviewers must not have served as mentors or collaborators of an applicant within three years of the date of an application.
- Reviewers must not participate in the review of an application submitted by a standing member of a peer review committee serving on the same review committee, with the exception of Institutional Research Grants.
- Reviewers must not be under the health care of, or providing health care to, an applicant or any person listed as key personnel on an application.
- Reviewers must not have received, or have the potential to receive, direct financial benefit from the application.
- Reviewers must not be pursuing research projects which might be viewed as being in direct competition with applicants or their collaborators and colleagues. Nor should a reviewer have potential to receive direct benefit from an application's rejection for funding.
- Reviewers must not have any cause of action, dispute, or claim against, or any long-standing scientific or personal differences with, the applicant or any person listed as key personnel on an application.

Articles II

Policies:

2.1 Policy Governing Misconduct by Applicants and Grantees

2.1.1 Scientific Misconduct by Applicants:

Any allegations of scientific misconduct must be brought to the immediate attention of the Scientific Director in charge of the Peer Review Committee that is responsible for reviewing the work in question. If possible, allegations of scientific misconduct on the part of an applicant in the submission of a grant proposal should be raised in advance of the review meeting. The Scientific Director will then bring the allegation to the attention of the Senior Vice President for Extramural Discovery Science at ACS. The Senior Vice President for Extramural Discovery Science will evaluate the allegation and make a determination on the misconduct issue and the appropriate next steps to be taken to engage in further investigation or action in accordance with Article III, section 3.1.1, "Procedure for Handling Allegations of Scientific Misconduct by Applicants."

2.1.2 Scientific Misconduct by Grantees:

In instances where alleged scientific misconduct occurs after the awarding of a grant, such as in the publication of falsified data, the Scientific Director will bring the allegation to the attention of the Senior Vice President for Extramural Discovery Science at ACS. The Senior Vice President for Extramural Discovery Science will evaluate the allegation and make a determination of the appropriate steps to be taken to engage in further investigation or action as defined in Article III, section 3.1.2, "Procedure for Handling Allegations of Scientific Misconduct by Grantees."

2.1.3 Professional Misconduct by Grantees:

In instances where alleged professional misconduct occurs after the awarding of a grant, such as an allegation of sexual harassment by a principal investigator, the grantee should follow the reporting guidelines in Article III, section 3.1.3, "Procedure for Handling Allegations of Professional Misconduct by Grantees."

2.2 Policy Governing Misconduct by Peer Review Committee Members

2.2.1 Confidentiality:

Confidentiality is at the heart of the peer review process and is imperative for objective evaluation and free expression in the review process. The applicant-reviewer relationship is a privileged alliance founded on the ethical rule of confidentiality. To maintain the essence and integrity of the peer review process, the Society and its appointed peer reviewers must ensure and be assured that the confidentiality of the applicant's information, the contents of the grant application, and the proceedings of the review panel will be maintained. Such confidentiality adheres when a person discloses information to another with the understanding that the information will not be divulged to others without the consent of the party who disclosed the information, or as otherwise required by law. In the context of peer review, this rule upholds the applicants' rights to have the information they submit, whether in proposal form or in communications, kept confidential. The rule also ensures that those involved in the review process maintain their obligation to keep confidential any information concerning an application. In fact, the very existence of a submission should not be revealed (or confirmed), to anyone other than those within the review process unless and until the application is funded. To this end, all contents, evaluation and discussion of applications shall be confined to Peer Review Committee (PRC) members and ACS staff personnel (Scientific Director, Senior Vice President for Extramural Discovery Science, Program staff), responsible for managing the review process of that PRC. For these purposes, reviewers include all standing, stakeholder and ad hoc reviewers of PRCs and members of the Extramural Discovery Science Council. In rare and specific instances, discussion of applications with, or in the presence of, non-committee members can occur after obtaining the written consent of the Scientific Director. Reviewers must not discuss reviews with applicants or their mentors in the case of training grants, either before or after the review meetings. Reviewers also must not communicate the contents of any grant applications with individuals not associated with the review process. Any materials related to the review process must be disposed of at the meeting, and all final critiques given to the Scientific Director.

If an allegation of a breach of reviewer confidentiality is brought forward, that allegation will be communicated to the Senior Vice President for Extramural Discovery Science who will determine if an investigation of that allegation is warranted. The Senior Vice President for Extramural Discovery Science will then follow the appropriate steps as defined in Article III, section 3.2 “Procedure for Handling Reviewer Misconduct and Conflicts of Interest.”

2.2.2 Conflict of Interest:

An objective evaluation of grant proposals is essential to the peer review process. In achieving this goal, there must be no conflict of interest, apparent conflict of interest or pending future conflict of interest between any participant in the review process and the applicants or their collaborators and colleagues. In this setting, reviewers include standing, stakeholder and *ad hoc* Peer Review Committee (PRC) members and members of the ACS Extramural Discovery Science Council responsible for, and participating in, the review process. There are numerous bases for conflicts of interest, and these can include: employment, professional relationships, personal relationships, financial benefit, industry affiliation or other interests. The conflicts can be real or apparent. For Definitions of Conflict of Interest, refer to Section 1.5.

Reviewers may not make use of any of the contents of a grant for their own research purposes or those of their collaborators and colleagues. Reviewers must exercise proper due diligence in investigating and disclosing any potential conflict of interest that might exist between themselves and an applicant or the applicant’s collaborators or mentors. The Conflict of Interest Statement attached as EXHIBIT A shall be submitted to the Society prior to the beginning of Peer Review.

If an allegation of a reviewer conflict of interest is brought forward, that allegation will be communicated to the Senior Vice President for Extramural Discovery Science who will determine if an investigation of that allegation is warranted. The Senior Vice President for Extramural Discovery Science will then follow the appropriate steps as defined in Article III, section 3.2, “Procedure for Handling Reviewer Misconduct and Conflicts of Interest”.

Article III

Procedures for Handling Conflicts of Interest and Allegations or Findings of Misconduct:

To ensure the integrity of the peer review process and the integrity of ACS-sponsored research, it is necessary that the procedures for dealing with allegations of misconduct be clearly understood by all reviewers and ACS personnel. Procedures for handling allegations of misconduct by applicants, grantees and reviewers are detailed in the following sections.

3.1 Procedures for Handling an Allegation of Scientific Misconduct by Applicants or Grantees

1.1.1 Procedure for Handling Allegations of Scientific Misconduct by Applicants:

In the event that an allegation of scientific misconduct by an applicant is brought forward to a Scientific Director or other ACS staff, all effort must be made to investigate the validity of the allegation while maintaining the confidentiality of the individual making the allegation, the anonymity of the person against whom the allegation is made, and the integrity of the review process. The Scientific Director must immediately inform the Senior Vice President for Extramural Discovery Science of the allegation and provide all relevant information regarding the allegation. It is the Senior Vice President’s responsibility to evaluate the likelihood of scientific misconduct; and, if warranted, it is the Senior Vice President’s responsibility to contact the appropriate institutional office at the applicant’s institution regarding the allegation. The Senior Vice President for Extramural Discovery Science will then serve as the point of contact between the ACS and the institutional official[s] handling issues of scientific misconduct.

If determined to be appropriate, the Senior Vice President for Extramural Discovery Science will forward an allegation of scientific misconduct and all pertinent information to the Research Integrity Officer at the institution sponsoring the grant application in question or at which the alleged scientific misconduct was carried out. If there is not a Research Integrity Officer, the Dean of the School in question or its chief academic officer will be contacted. In the instance that the person[s] making the allegation does not contact the American Cancer Society but raises the allegation of scientific misconduct with the appropriate institutional official according to their established institutional procedures, it is the responsibility of the institution to contact the American Cancer Society regarding the allegation, any investigation of the allegation, and the outcome of that investigation. All such correspondence will be held in strict confidence and will not be made public by the American Cancer Society irrespective of the outcome of the investigation. The American Cancer Society assumes no responsibility in carrying out the investigation of scientific misconduct, or in determining an individual's innocence or guilt of the allegation of scientific misconduct. However, acceptance or nonacceptance of the findings of the institutional investigation is at the discretion of the Society, and additional clarification may be requested.

Allegations of scientific misconduct in a grant application may be made by individuals who are colleagues, trainees, or reviewers. In the instance that an allegation of scientific misconduct is made in reference to a grant application, the Senior Vice President for Extramural Discovery Science will contact the institutional official at the sponsoring research institution and seek to follow their established protocol for investigating such allegations. If an investigation is deemed necessary, it will be the responsibility of the sponsoring institution to carry out the investigation, to keep the ACS aware of the progress, and to report the outcome of the investigation to the Senior Vice President for Extramural Discovery Science. The written report should include findings, actions taken, and any pending actions.

In fairness to the applicant, the review process must continue while the allegation of scientific misconduct undergoes assessment. Review may continue either in the standing review committee or under the By-pass to Council review mechanism. Under no circumstance should a reviewer, Scientific Director, or ACS staff raise the issue of the allegation in a peer review meeting or meeting of ACS Extramural Discovery Science Council. If that were to occur, review of that application could not be completed without bias; and review of the application must therefore be discontinued immediately and deferred to ad hoc reviewers or the Extramural Discovery Science Council. If a reviewer suspects scientific misconduct, which is discovered at the time of the meeting, it is appropriate to request the Chair of the PRC or Council take a "break" and discuss the issue privately with the Scientific Director. The Scientific Director will then take the proscribed administrative steps following the adjournment of the review meeting.

The ACS will complete the process of peer review of the application but will suspend any administrative action which would result in funding of the award in question until the resolution of the investigation. At the conclusion of the investigation, the ACS will require the Office of Research Integrity or comparable entity at the applicant's sponsoring institution to provide a written statement detailing the results of the investigation including any actions taken, or actions pending. Failure of the institution to carry out such an investigation in a timely manner or to provide written results of the investigation will result in the administrative disapproval of the application. If the applicant is absolved of any scientific misconduct, the ACS will reinstitute administrative action that can result in funding for the award if it was approved and is within the pay-line established by ACS Extramural Discovery Science Council. In the instance that scientific misconduct has occurred, the ACS will administratively inactivate the application. Also, in the case of a finding of scientific misconduct, the investigator may no longer be eligible to participate in ACS funded awards, either as principal investigator, coinvestigator, collaborator, mentor, or consultant. The investigator also may not be eligible to serve in any capacity in reviewing ACS grant proposals.

3.1.2 Procedure for Handling Allegations of Scientific Misconduct by Grantees:

In the event that an allegation of scientific misconduct by a grantee is brought forward to a Scientific Director or other ACS staff, all effort must be made to investigate the validity of the allegation while maintaining the confidentiality of the individual making the allegation and the anonymity of the person against whom the allegation is made. The Scientific Director, or ACS staff contacted about the alleged scientific misconduct, must immediately inform the Senior Vice President for Extramural Discovery Science of the allegation and provide all relevant information regarding the allegation. It is the Senior Vice President's responsibility to evaluate the likelihood of scientific misconduct; and, if warranted, it is the Senior Vice President for Extramural Discovery Science's responsibility to contact the appropriate institutional office at the applicant's institution regarding the allegation. The Senior Vice President for Extramural Discovery Science will then serve as the point of contact between the ACS and the institutional official[s] handling issues of scientific misconduct.

If determined to be appropriate, the Senior Vice President for Extramural Discovery Science will forward an allegation of scientific misconduct and all pertinent information to the Research Integrity Officer at the institution sponsoring the grant in question or at which the alleged scientific misconduct was carried out. If there is not a Research Integrity Officer, the Dean of the School in question or its chief academic officer will be contacted. In the instance that the person[s] making the allegation does not contact the American Cancer Society but raises the allegation of scientific misconduct with the appropriate institutional official according to their established institutional procedures, it is the responsibility of the institution to contact the American Cancer Society regarding the allegation, any investigation of the allegation, and the outcome of that investigation. All such correspondence will be held in strict confidence and will not be made public by the American Cancer Society irrespective of the outcome of the investigation. The American Cancer Society assumes no responsibility in carrying out the investigation of scientific misconduct, or in determining an individual's innocence or guilt of the allegation of scientific misconduct. However, failure of the institution to immediately notify ACS of an allegation and/or investigation of scientific misconduct, or to carry out an investigation in a timely manner, or to provide written results to include findings, action taken, or any pending actions of the investigation, is in non-conformance with the terms and obligations of the grant and may result in the suspension of ACS funds for all grants awarded at the institution, to be decided by ACS in its sole discretion. Acceptance or non-acceptance of the findings of the institutional investigation is at the discretion of the American Cancer Society, and additional clarification may be requested.

If the investigator has an active ACS award, funding of that award will be suspended until the allegation has either been confirmed or be proven to be erroneous. If the allegation is proven not to have merit, the award may be reinstated by ACS at the date of notification of those findings by the sponsoring institution. If the allegation of scientific misconduct is confirmed, the award will be terminated and any residual funds, as of the date of notification of the sponsoring institution of the allegation, must be returned to the ACS. In the case of a finding of scientific misconduct, the investigator may no longer be eligible to participate in ACS funded awards, either as principal investigator, co-investigator, collaborator, mentor, or consultant. The investigator may also not be eligible to serve in any capacity in reviewing ACS grant proposals.

The publication of data serves to further the interests of the scientific pursuit, and specifically in the case of the ACS, the pursuit of eliminating the burden of cancer. Therefore, it is incumbent on both the ACS and the scientific community to ensure that any instances of misrepresentation of findings in a scientific study are apparent to the scientific community. To that end, a finding of falsification or misrepresentation of data in a published forum must be reported to the editor-in-chief of the journal in which such data is reported. It is the responsibility of the Senior Vice President for Extramural Discovery Science to coordinate such notification with the appropriate sponsoring institutional official according to their established policies and in conjunction with the policies of the journal. If the sponsoring institution does not have a policy regarding notification of the journal, then the

Senior Vice President for Extramural Discovery Science will notify the editor-in chief of the journal according to the journal's established policies. In the case of findings of falsification or misrepresentation of published data supported by ACS funds, any active grant[s] held by the responsible individual will be terminated and that individual may no longer be eligible for ACS funding via any mechanism as a principal investigator, co-investigator, collaborator, mentor, or consultant. That individual may also not be eligible to participate in ACS review in any capacity.

3.1.3 Procedure for Handling Professional Misconduct by Grantees:

For purposes of this subsection, the following definitions apply:

- Finding/Determination: (1) the final disposition of a matter under organizational policies and processes, to include the exhaustion of permissible appeals; or (2) a conviction of a sexual offense in a criminal court of law.
- Administrative leave/Administrative action: any temporary/interim suspension or permanent removal of an individual, or any administrative action imposed on an individual by the grantee under organizational policies or codes of conduct, statutes, regulations, or executive orders, relating to activities, including but not limited to, teaching, advising, mentoring, research, management/administrative duties, or presence on campus.

The grantee's institution is required to notify ACS (1) of any finding/determination regarding the principal investigator (PI) or co-PI that demonstrates a violation of grantee policies or codes of conduct, statutes, regulations, or executive orders relating to sexual harassment, other forms of harassment, sexual assault, or other professional misconduct; and/or (2) if the PI or co-PI is placed on administrative leave or if any administrative action has been imposed on the PI or any co-PI by the awardee relating to any finding/determination or an investigation of an alleged violation of grantee policies or codes of conduct, statutes, regulations, or executive orders relating to sexual harassment, other forms of harassment, sexual assault, or other professional misconduct. Such notification must be submitted to the Senior Vice President for Extramural Discovery Science within ten days of (1) the finding/determination, (2) the date of the placement of the PI or co-PI on administrative leave, or (3) the date of the imposition of an administrative action, whichever is sooner. Each notification must include the following information:

- ACS grant number;
- Name of individual being reported;
- Type of notification (choose one):
 - o Finding/determination that the reported individual has been found to have violated grantee policies or codes of conduct, statutes, regulations, or executive orders relating to sexual harassment, other forms of harassment, or sexual assault; or
 - o Placement by the grantee of the reported individual on administrative leave or the imposition of any administrative action on the individual by the grantee relating to any finding/determination or an investigation of an alleged violation of awardee policies or codes of conduct, statutes, regulations, or executive orders relating to sexual harassment, other forms of harassment, or sexual assault;
- Description of the finding/determination and action(s) taken, if any; and,
- Reason(s) for, and conditions of, placement of the individual on administrative leave or imposition of administrative action.

If (1) the institution notifies ACS of a finding of professional misconduct by a grantee, or (2) the institution notifies ACS that administrative action has been taken against a grantee because of a finding/determination that the grantee committed professional misconduct, ACS will consider the

policy violation findings on a case-by-case basis. ACS may respond to a misconduct finding by, but not limited to, substituting or removing principal investigators or co-principal investigators, reducing award funding, and--where neither of those options are available or adequate--suspending or terminating awards. If the award is terminated, any residual funds, as of the date of notification, must be returned to ACS. The grantee may no longer be eligible to participate in ACS funded awards, either as principal investigator, co-investigator, collaborator, mentor, or consultant. The grantee may also not be eligible to serve in any capacity in reviewing ACS grant proposals.

If the institution notifies ACS of administrative action taken against a grantee pending an investigation of an allegation of professional misconduct and the investigator has an active ACS award, funding of that award will be suspended until the allegation has either been confirmed or determined to be erroneous. If the allegation is determined not to have merit, the award may be reinstated by ACS at the date of notification of those findings by the sponsoring institution. If the allegation of professional misconduct is confirmed, ACS will consider the policy violation findings on a case-by-case basis. If the award is terminated, any residual funds, as of the date of notification, must be returned to the ACS. In the case of a finding of professional misconduct, the grantee may no longer be eligible to participate in ACS funded awards, either as principal investigator, co-investigator, collaborator, mentor, or consultant. The grantee may also not be eligible to serve in any capacity in reviewing ACS grant proposals.

Institutions are strongly encouraged to conduct a thorough review of these guidelines to determine whether these guidelines necessitate any changes to the institution's policies and procedures. Institutions should likewise ensure that, in carrying out their investigating, disciplinary, and reporting obligations under these guidelines, they are at all times in compliance with state and federal laws, regulations, and guidelines applicable to the institution.

3.2 Procedure for Handling Reviewer Misconduct and Conflicts of Interest

In the event that an allegation of reviewer misconduct, such as failure to acknowledge a conflict of interest, is brought forward to a Scientific Director or other ACS staff, all effort must be made to investigate the validity of the allegation while maintaining the confidentiality of the individual making the allegation, the anonymity of the person against whom the allegation is made, and the integrity of the review process. The Scientific Director or other ACS staff contacted regarding the alleged misconduct must immediately inform the Senior Vice President for Extramural Discovery Science of the allegation and provide all relevant information regarding the allegation. It is the Senior Vice President for Extramural Discovery Science's responsibility to evaluate the likelihood of reviewer conflict of interest or misconduct; and, if warranted, it is the Senior Vice President for Extramural Discovery Science's responsibility to handle the investigation internally or to inform the appropriate institutional office at the reviewer's institution about the allegation if aspects of the reviewer misconduct violate any of the tenets of professional behavior established by that institution. The Senior Vice President for Extramural Discovery Science will then serve as the point of contact between the ACS and the institutional official handling issues of reviewer misconduct.

Some elements of reviewer misconduct represent conduct that will only have relevance for the appropriateness of the reviewer's role as a member of a peer review committee. For instance, if there is inappropriate communication between reviewer and applicant or an applicant's mentor or colleagues. In a case of this type, all elements of the investigation of the reviewer misconduct will be handled by ACS personnel at the discretion of the Senior Vice President for Extramural Discovery Science. In cases where a reviewer does not retain the confidentiality of the applicant's information or the content of his or her application, and makes that information available to a third party, it will be at the discretion of the Senior Vice President for Extramural Discovery Science to handle the issue internally at ACS or contact the Office of Research Integrity at the reviewer's institution, based upon an initial assessment of whether such conduct violates the rules of conduct established by that institution. For instance, if there is communication of the contents of a grant

proposal by a reviewer to a competitor in the same field as the applicant, or if the reviewer makes use of findings or ideas in an application to further his or her own research interests. In the instance of such an allegation, the American Cancer Society assumes no responsibility for carrying out the investigation of scientific misconduct, or in determining an individual's innocence or guilt of the allegation of misconduct. It is the institution's responsibility to handle the misconduct according to their established procedures, and to submit to the Society a written report that includes findings, actions taken, and any pending actions. However, acceptance or non-acceptance of the findings of the institutional investigation is at the discretion of the Society, and additional clarification may be requested. In any instance of a finding of reviewer misconduct, that individual may no longer be eligible to serve in any capacity in reviewing ACS grant proposals and may be barred from receiving any ACS grant funds.

References:

The American Cancer Society Confidentiality, Non-Disclosure Rules and Conflict of Interest: Information for Reviewers of Grant Applications, Version 6/3/2005.

"Confidentiality in Peer Review" (section 3.7.1). Pugh MB, ed. American Medical Association Manual of Style: a guide for authors and editors. 9th ed. Baltimore, MD: Williams & Wilkins; 1997:136-137.

Federal Register, Vol. 65, No. 235, pg. 76260-76264.

APPENDIX B: INSTRUCTIONS FOR SUBMITTING DELIVERABLES

GRANT ACTIVATION FORMS ANNUAL PROGRESS/FINAL REPORTS TRANSFER REQUEST CHANGE OF INSTITUTION CHANGE OF TERM EXTENSION OF TERM GRANT CANCELLATION CHANGE OF PRINCIPAL INVESTIGATOR REPORTS OF EXPENDITURES

The American Cancer Society subscribes to the Altum proposalCENTRAL **Post Award Management System** to facilitate management ACS grants. The system is designed to collect and store grant information from grantees. Grantees are asked to keep their proposalCENTRAL profile current for the duration of the grant.

The site will house all reports, requests and correspondence pertaining to a grant and is accessible to both ACS staff and grantees. Grantees may provide access to others at their institution (e.g. grants officers) using the instructions provided below.

All awardees of an ACS grant will need to upload deliverables to proposalCENTRAL. The first deliverable we will be collecting through the **Post Award Management System** is the “Activation Form.” For the Activation Form **only**, please also email Greta McShan at greta.mcshan@cancer.org and cc: grants@cancer.org notifying her that you have uploaded your Grant Activation Form.

Uploading an Award Deliverable

- Log onto <https://proposalcentral.com/>
- **PI must enter their proposalCENTRAL username and password in “Applicant Login” to access their award detail information**
- Click on the “Awarded” link or “all Proposal” link
- In the Status column, click on the “Award Details” link
- On the Award Details screen, click on the “Deliverables” link at the bottom of the screen
- The schedule of deliverables due for the award is shown chronologically
- Click “Save” to upload the deliverable. You can replace the uploaded document with another document by clicking “Browse” again, selecting a different document from your computer files and clicking “Save” (adding description of deliverable is optional).
- Click “Close”

Send Email (Correspondence) to an ACS Administrator

- To send correspondence to a Scientific Director at the ACS, click the “Correspondence” link from the Award Details screen
- From this page, you can see any correspondence that has already been sent by clicking the Blue link in the Message column
- Use the “Respond” link to respond directly to a message you have received

- To send a new message, click “Send Correspondence to Scientific Director” at the top of the page
- Select the administrator(s) who should receive the correspondence email
- Enter a subject and text for the correspondence in the spaces provided
- Click the “Send Email” button to send the email(s) to the selected administrator

Once an application is awarded it moves from proposalCENTRAL into the Post Award Management System. People who previously had access to your application in proposalCENTRAL will not have access to your awarded grant in the Post Award Management System. You may need to allow access to different users than those listed in proposalCENTRAL to enable them to upload various reports on your behalf.

To grant another user access to your award and submit deliverables

- Person(s) must be a registered user on proposalCENTRAL. If they are not, ask them to register as a new user at: <https://proposalcentral.com/>
- Once user is registered, from Award Detail screen click “Contacts” and “User Access” link
- Click on “Manage User Access to Award” at the top of the screen
- Enter and confirm email address of person
- Click on “Add” button
- Change the Permissions role from View to Administrator
- Click on “Save” button to activate access for new person

To upload other documents/deliverables such as publications, CV, ad hoc IP reports, etc.

- Click the "Add Deliverable" link on the Award Deliverable screen. Select "Other" from the drop-down menu next to "Deliverable Type" from the pop-up screen
- Type in the "Deliverable Description" (i.e., Publications; CV; etc.)
- Click "Browse" to upload their document
- Click "Save"

Additional information and help can be obtained through proposalCENTRAL customer support desk:

By phone: 1-800-875-2562 toll free

By email: pcsupport@altum.com