



CASE  
COMPREHENSIVE  
CANCER CENTER

**Pilot Grant Support- Cancer-Related  
Basic, Clinical, Behavioral, or Epidemiological Projects  
For Junior Faculty Investigators**

Case Comprehensive Cancer Center  
American Cancer Society Institutional Research Grant  
IRG-16-186-21

The Case Comprehensive Cancer Center, with funds from its American Cancer Society Institutional Research Grant, will provide seed money to foster cancer research by junior faculty who have no current national grant support of their own. Investigators in the CWRU School of Medicine, University Hospitals of Cleveland, and Cleveland Clinic Lerner College of Medicine as well as in other schools and colleges affiliated with Case Western Reserve University are eligible. Grants, not to exceed \$30,000, will be awarded to investigators who intend to gather preliminary data to be used in seeking future and independently funded programs.

A portion of ACS IRG funds is set aside for special interest awards in adolescent and young adult (AYA) cancers. Applications for special interest awards should follow the instructions below *but should begin their project title with "AYA: ..."*. These awards must focus on cancers that occur in adolescent and young adult patients.

**ELIGIBILITY AND CONDITIONS**

- Postdoctoral fellows, graduate students, research associates, and instructors within another PI's laboratory are not eligible to apply for these research grants. The subject of the proposed research must be directly related to cancer. The principal investigator must be a full-time member of the faculty within 6 years of their first full-time independent faculty appointment (or equivalent).
- The PI must be eligible to apply for independent national competitive research grants, but may not hold such a cancer-related grant.
- Recipients of IRG pilot project grants are not required to be United States (U.S.) citizens. However, any applicant for IRG pilot project funding who is not a U.S. citizen must hold a visa that will allow the applicant to remain in the U.S. 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.
- Investigators who are funded by the tobacco industry for any project, or whose named mentors in the case of mentored grants are funded by the tobacco industry for any project, may not apply and will not be eligible for American Cancer Society funding. Investigators who accept funding from the tobacco industry during the tenure of an American Cancer Society research or training grant will be immediately subject to termination of the ACS grant.

- Applications for the special interest award in adolescent and young adult (AYA) cancers must focus on a cancer that occurs in this population (patient ages 15-35 years), not on cancers that occur nearly exclusively in younger children or older adults.

## INSTRUCTIONS

Use forms found at <http://case.edu/cancer/research/funding-opportunities>

Submit LOIs to: [casecccpilots@case.edu](mailto:casecccpilots@case.edu)

Submit proposals to: [casecccpilots@case.edu](mailto:casecccpilots@case.edu)

## ACS IRG LETTER OF INTENT (**DEADLINE: MONDAY, SEPTEMBER 3, 2018**)

Save the form to your desktop (not fillable on-line). Complete the form and submit via email to [casecccpilots@case.edu](mailto:casecccpilots@case.edu). Save your file as a PDF and name it according to the following convention: PILastName\_ACS2018\_LOI.pdf

The LOI is not a screening mechanism—it is a way to plan for reviewer assignments. If you submit an LOI, we expect you will submit a grant application. You will not receive an evaluation of your LOI or a separate invitation to submit a full application.

## APPLICATION (**DEADLINE: MONDAY, SEPTEMBER 17, 2018**)

Full applications consist of three separate documents, which should be emailed together to [casecccpilots@case.edu](mailto:casecccpilots@case.edu):

1. **Proposal Cover Page**
2. **ACS Application Form**
3. **Letter from Department Chair**

Instructions for these documents are as follows:

### 1. Proposal Cover Page

Complete this cover page (Case CCC Pilot Application Cover Page Template.pdf), required for all Case Comprehensive Cancer Center pilot project proposals. List “ACS IRG” as the “Pilot Program”. You must include the name and email address of the administrator in your department who monitors your awards. This same person must sign the cover page.

Save this form as PILastName\_ACS2018\_Cover.pdf

### 2. ACS Application Form

Complete this application form (ACS RFA Spring 2018 – Application Form.doc). Instructions for each section are below; note page limits where applicable. Your Department Chair must sign the first page.

When complete, save this form as a PDF as PILastName\_ACS2018\_Application.pdf. *Word documents will not be accepted.*

**ACS Biographical Information**

(Fill in all information and obtain signature from Department Chair)

Education  
Training  
Appointments  
Other Research Support  
Publications

**Description of Research Proposed (Up to 5 pages for items A-F)**

- A. Resources: In addition to physical resources, include a description of the proposed mentoring team with names of mentors, and planned frequency of meetings.
- B. Specific Aims
- C. Cancer Relevance
- D. Significance (Including plans for seeking future outside support)
- E. Background/Preliminary Studies/Progress Report
- F. Experimental Design and Methods
- G. IRB Approval (if applicable, not included in page limit)
- H. IACUC Approval (if applicable, not included in page limit)
- I. Consultants (if applicable, not included in page limit)
- J. Literature Cited (not included in page limit)

**Budget***Expenditures Allowed*

- Research supplies and animal maintenance
- Technical assistance
- Domestic travel when necessary to carry out the proposed research program
- Publication costs
- Costs of computer time
- Special fees (pathology, photography, etc.)
- Stipends for graduate students and postdoctoral assistants, if their role is to promote and sustain the project presented by the junior faculty member
- Equipment costing less than \$2,000
- Registration fees at scientific meetings

*Expenditures Not Allowed*

- Indirect Costs (IDC is 0% for this RFP)
- Salary of principal investigator (pilot project grant recipient)
- Secretarial/administrative personnel
- Honoraria and travel expenses for visiting lecturers
- Tuition
- Foreign travel; special consideration will be given for attendance at scientific meetings held in Canada
- Books and periodicals
- Membership dues
- Office and laboratory furniture
- Office equipment and supplies
- Rental of office or laboratory space
- Recruiting and relocation expenses
- Non-medical services to patients

- Per diem charges for hospital beds
- Construction, renovation, or maintenance of buildings/laboratories

#### *Narrative Budget Justification*

The Review Committee emphasizes the importance of (a) providing a detailed budget justification, (b) listing the percent effort that the Principal Investigator and other Investigators will devote to the project if it is supported, and (c) specifying plans for future support of the project by other granting agencies such as NIH, FDA, ACS, NSF, etc.

### **3. Letter from Department Chair**

Attached to the application should be a Letter of Recommendation from the Department Chairman indicating the Department's commitment to the development of the applicant's career path, providing assurance that time and space will be provided for the project, that tangible resources have been committed to the applicant, and confirming the research independence of the applicant. This letter must also indicate whether or not the applicant is currently participating in a mentoring program sponsored by the Department. Recipients of the award will be required to assemble and meet with a mentoring committee twice per year.

When complete, save this document as a *PDF* as PILastName\_ACS2018\_ChairLetter.pdf. *Word documents will not be accepted.*

### **REVIEW COMMITTEE CONSIDERATIONS**

Proposals will be reviewed by the American Cancer Society Institutional Research Grant Committee of the Case Comprehensive Cancer Center. External reviewers will be used by the Committee when appropriate. Reviewers will provide a concise written report to the Committee. In making a decision, the Committee will take into consideration the following items:

1. Significance, originality, and scientific merit of the proposed project.
2. Relevance to cancer.
3. The applicant's ability to perform the proposed research, including training, time commitment, and facilities available.
4. Budget justification.
5. Appropriateness of the exploratory activities and the likelihood that their completion will provide the basis for the PI to submit a successful application to a national funding agency.
6. If a renewal application, progress during the prior funding period will be heavily weighted. Priority for funding will be given to applications that have not previously been awarded, although highly meritorious renewal applications will be considered as available funds permit.

**POST-AWARD REQUIREMENTS**

- Grantees are required to submit a progress report at the completion of the year (within 30 days of the project end date) summarizing major activities, research findings, and mentoring meetings.
- Grantees are required to provide information on the funding status of the research initiated with this grant as well as related publications *in each of the succeeding four years*.
- Grantees are expected to assemble a mentoring team (including at least two Case Comprehensive Cancer Center members) with whom they meet every six months. The first meeting with the mentoring team should occur within 1 month of receiving approval for ACS funding and notify the CCCC ACS administrators when the meeting has occurred. If awardees' home department(s) do not provide a mentoring program, the CCCC ACS team will work with awardees to develop a mentoring plan. Grantees must provide reports from their meetings with their mentoring team as part of their progress report.
- If a grantee expects that a no-cost extension will be required, provide a written NCE request *no later than 30 days prior to the project end date*. The NCE request must include (a) the reason for the project's delay, (b) the plan and anticipated timeline for project completion, and (c) a summary budget explaining how the remaining funds will be used.
- All resulting publications must reference support from the ACS Institutional Research grant by including the acknowledgement: "Supported by IRG-16-186-21 from the American Cancer Society." In the event that there are multiple sources of support, the acknowledgment should read "Supported in part by IRG-16-186-21 from the American Cancer Society" along with references to other funding sources. The Society's support should also be acknowledged by the grantee and by the institution in all public comments 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.
- Grantees are expected to support local ACS initiatives, such as the ACS Hope Lodge and Relay for Life events.
- Grantees are expected to present results to Case CCC seminars, retreats, leadership, and other meetings as requested.

**SUBMITTING AN APPLICATION**

All forms must be submitted as PDFs, with the following naming conventions:

PILastName\_ACS2018\_LOI.pdf  
PILastName\_ACS2018\_Cover.pdf  
PILastName\_ACS2018\_Application.pdf  
PILastName\_ACS2018\_ChairLetter.pdf

Return completed ACS IRG LOI (deadline Monday, September 3, 2018) and full proposal (deadline Monday, September 17, 2018) electronically to [casecccpilots@case.edu](mailto:casecccpilots@case.edu).

**Note:** As this is an internal award, do not submit through SPARTA.

**Deadline** for receipt of Letter of Intent: Monday, September 3, 2018

**Deadline** for receipt of application: Monday, September 17, 2018

Contact for questions:

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216-386-0846  
[casecccpilots@case.edu](mailto:casecccpilots@case.edu)