

# 2024 CONQUER CANCER INTERNATIONAL INNOVATION GRANT

## REQUEST FOR PROPOSALS

Last Updated: July 1, 2023

**Letter of Intent Deadline: August 31, 2023**

Conquer Cancer<sup>®</sup>, the ASCO Foundation  
2318 Mill Road, Suite 800  
Alexandria, VA 22314  
[grants@conquer.org](mailto:grants@conquer.org)

Please visit [asco.org/Innovation](https://asco.org/Innovation) for the most up-to-date version of the Request for Proposals.

### **About Conquer Cancer<sup>®</sup>, the ASCO Foundation**

Conquer Cancer funds research for every cancer, every patient, everywhere. Since 1984, its Grants & Awards program has awarded more than \$178 million through more than 8,600 grants and awards to improve cancer care and accelerate breakthroughs in clinical and translational oncology research. Conquer Cancer donors support vital programs needed to deliver the highest quality, equitable patient care and share a vision of a world where cancer is prevented or cured, and every survivor is healthy. For more information visit CONQUER.ORG.

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## **Purpose**

The Conquer Cancer International Innovation Grant (IIG) provides research funding in support of novel and innovative projects that can have a significant impact on cancer control in low- and middle-income countries (LMICs) as defined by the World Bank. Roughly two thirds of cancer deaths occur in LMICs where five-year survival rates are lower than in high-income countries. Innovative new cancer control methods are needed that address the unique needs in low- to middle-income countries. The concept of the grant was initially described in the article [Role of American Society of Clinical Oncology in Low- and Middle-Income Countries](#) (*Journal of Clinical Oncology*, August 1, 2011).

The IIG is intended to support proposals that have the potential to reduce the cancer burden in local communities, while also being potentially transferrable to other low- or middle-income settings. The grant funding is intended to support research projects aimed at forming a basis for reducing the barriers to cancer control in LMICs; not for short-term funding of cancer control services.

## **Grant Description**

The IIG is a one-year research grant of up to \$20,000 that is awarded and paid directly to a nonprofit organization or governmental agency (“Grantee Organization”) in a low-income or middle-income country. Eligibility criteria for Grantee Organizations and examples are provided below. The grant may be used by the organization only for the approved, budgeted costs of the research project. Each grant will have a Principal Investigator who is an ASCO member, is affiliated with the Grantee Organization, and is a citizen or a legal permanent resident of the low-income or middle-income country. The Principal Investigator is the primary individual in charge of the research project and is responsible for fiscal and administrative management throughout the period of the grant. The Principal Investigator will be responsible for providing research progress reports after six months, at the conclusion of the grant term, and one year after the conclusion of the grant term. The Principal Investigator and the Grantee Organization are also responsible for providing a financial accounting of how the grant funds were spent after six months and at the conclusion of the grant term.

## **Funding Available**

The one-year grant is funded at the level of up to \$20,000, payable in two installments. The first installment will be paid around the start of the grant period, which is expected to be on April 1, 2024. Payment of the second installment is dependent on Grantee Organization’s satisfactory submission of required reporting and satisfactory progress during the mid-year reporting period.

## **Research Project Criteria**

IIGs are hypothesis-driven research grants that fund a specific research project that may result in the discovery of new knowledge about how to advance cancer control in a low- or middle-income setting. It is anticipated that novel approaches and clinical designs proposed for this grant may differ from what would be considered standard practice within high-income settings. Grantee Organizations and Principal

Investigators will be expected to share and disseminate the knowledge gained during their research project.

Applicants are encouraged to be innovative in their research proposal. Proposed research projects could include, but are not limited to:

- Health services and delivery research (including use of telemedicine)
- The use of new technologies to reduce cancer burden
- Research on effective strategies for cancer prevention
- Epidemiologic research
- Pharmacoeconomic research
- Standard treatment outcome research and therapeutic trials investigating affordable treatment regimens
- Research on delivery of palliative care
- New models of clinical training or workforce utilization
- Research studying methods to promote the uptake of research findings into routine healthcare
- Research on clinical infrastructure (impact of improved equipment or supplies)

The proposed project must specify success indicators, methods for measuring those indicators, and targets for those indicators. In addition, the proposed project should take place primarily in the LMIC.

### **Health Equity, Diversity, and Inclusion**

Conquer Cancer will work to advance [ASCO's Health Equity Policy Statement](#) which calls for bolder, more aggressive steps to achieve equity for all individuals with cancer. This statement serves as a blueprint for the Society's activities to ensure that all patients, no matter who they are or where they live, can receive the highest quality equitable cancer care. ASCO and Conquer Cancer are committed to fostering health equity in cancer research by improving diversity and inclusion in the oncology workforce, funding research focused on health disparities and bolstering funding for investigators from underrepresented populations in medicine<sup>1</sup> and low and middle-income countries. Addressing inequities in cancer care includes improving representation of all populations who stand to benefit from the research. Every person with cancer should have an equal opportunity to participate in, be recognized for, and benefit from research across the spectrum, including clinical trials, health services research, and other types of research studies and methodologies.

### **Eligibility Criteria**

All of the following criteria must be met in order to qualify for the IIG.

#### Applicant Organization:

1. Must be an organization with a charitable purpose registered as a not-for-profit with the relevant national authority or must be a government agency. This organization will administer the grant

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<sup>1</sup> [AAMC definition of underrepresented in medicine.](#)

funds for the sole purpose of the project. Examples of potential not-for-profit organizations are medical societies or associations, advocacy organizations, foundations, hospitals, and universities.

2. Must be located in a country categorized by the World Bank as Low-Income, Lower-Middle Income or Upper-Middle Income. (See Appendix A for a list of countries).
3. Must have been operating for at least one full year, have an acceptable management structure and processes in place, and be solvent with or without the support of the International Innovation Grant.
4. Should have experience in carrying out activities with tangible outcomes.

Principal Investigator (Applicant):

1. Be an ASCO member or have submitted a membership application with the grant application. To apply for new membership, or to renew an existing membership, go to [asco.org/membership](https://asco.org/membership).
2. Must be a citizen or permanent resident of a country defined by the World Bank as low-income or middle-income, and currently residing in that country (see Appendix A for a list of countries).
3. Must be affiliated with the applicant organization.
4. Current and previous International Innovation Grantees are eligible to apply if the proposed research project is entirely different from the previously funded research.

For any questions, please send an email to [grants@conquer.org](mailto:grants@conquer.org).

Conquer Cancer reserves the right to evaluate and determine applicants' eligibility based on the application materials.

**Compliance with Applicable Legal Requirements (Applies to Non-U.S. Institutions and Entities)**

The award of the IIG is subject to applicable financial and legal requirements, including but not limited to United States laws addressing foreign corrupt practices and economic and trade sanctions and embargoes (including but not limited to those administered by the Office of Foreign Assets Control of the U.S. Department of the Treasury). Notwithstanding any other provision in this Request for Proposals, any grant award is contingent on Conquer Cancer's ability to transfer grant funds to the sponsoring institution and/or individual(s) and support the research project to be conducted by the applicant in compliance with all applicable legal requirements. **Conquer Cancer will not accept applications from, and/or make grant awards to, certain foreign sponsoring institutions or individuals if Conquer Cancer is prohibited from doing so under U.S. sanctions laws, or if Conquer Cancer would be required to obtain a license from the Office of Foreign Assets Control or the Department of Commerce to make such grants.** If it is impossible or inadvisable for Conquer Cancer, in its sole and absolute discretion, to transfer grant funds to the sponsoring institution and/or individual(s) pursuant to applicable legal requirements, the grant will not be awarded to the sponsoring institution and/or individual. If, after payment of the first installment of a grant award, it becomes impossible or inadvisable for Conquer Cancer, in its sole and absolute discretion, to fulfill its obligations in a grant award, including but not limited to the transfer of grant funds to the sponsoring institution and/or individual(s) pursuant to applicable legal requirements, then Conquer Cancer shall have no obligation to pay additional installments of the grant award. It is the responsibility of the sponsoring institution and the applicant to

provide Conquer Cancer with the information or lawful means that permit Conquer Cancer to transfer the grant funds in compliance with all legal requirements.

Among the resources available to evaluate compliance with requirements administered by the Office of Foreign Assets Control are:

- <http://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>
- <http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>
- <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>

Additional Terms and Conditions are located in Appendix B.

### **Peer Review of Applications**

The Letters of Intent (LOI) and full applications are reviewed by the Conquer Cancer International Innovation Grants Subcommittee using a two-phased review process. The first phase is the review of the submitted LOI where the applicant is expected to clearly describe the overall goals of their innovative study and its significant impact on cancer control in LMICs. This is a highly competitive stage, therefore, a well thought out LOI submission is recommended to improve the applicant's chance to be invited for full application. If invited to submit, the second phase is the review of full application, which is a full description of the proposed study as provided in the submitted LOI. No change in scope is allowed at this stage. In both review phases, each LOI and full application are assigned to at least two scientific reviewers with expertise in different areas of cancer research for independent and confidential review.

### **LOI Review Criteria**

The LOI will be reviewed based on the following:

- (1) completeness of information and adherence to instructions for submission
- (2) eligibility
- (3) appropriateness of research project proposal

After review, applicants will be notified about the status of their LOI in **October 2023**. Only applicants who are invited to submit a full application will be eligible to submit a full grant application. All eligible applicants will receive feedback on their LOI submission.

### **Full Application Review Criteria**

The full application will be selected using the following criteria:

- Training, qualifications and experience of the Applicant Organization and the Principal Investigator that will ensure successful implementation of the proposed project.
- Solid research project that addresses barriers to cancer control applicable to Principal Investigator's home country.
- High level of oncologic need in the country/region where the research project will take place.
- An applicable, achievable, and innovative grant research project.
- Potential for the research to be disseminated and for the findings to be translated into practice.
- Support from the Applicant Organization including ability to assist the Principal Investigator with achieving and implementing the results of the research grant project.

## **Key Dates**

Online Letter of Intent Opens:	<b>July 1, 2023</b>
Letter of Intent Due:	<b>August 31, 2023 by 11:59 PM ET</b>
Letter of Intent Notification:	<b>October 2023</b>
Full Applications Open:	<b>October 12, 2023</b>
Full Applications Due:	<b>December 1, 2023 by 11:59 PM ET</b>
Award Notification:	<b>February 2024</b>
Award Term:	<b>April 1, 2024 – March 31, 2025</b>

## **Application Changes**

The Principal Investigator must notify Conquer Cancer immediately by sending an email to [grants@conquer.org](mailto:grants@conquer.org) if any of the following condition applies from application submission through award notification:

1. **Withdrawal of Application.** Send an email to [grants@conquer.org](mailto:grants@conquer.org) to inform the Conquer Cancer Grants and Awards team of the reason(s) for withdrawing the application. The email should include the Principal Investigator's name, the title of the proposal, and the reason for withdrawing the application.
2. **Change of Institution.** The Principal Investigator has a career plan change, leaves their current position in the Applicant Organization, or is unable to meet the eligibility requirements of this RFP. If the applicant is selected to receive an award, Conquer Cancer has the right in its sole discretion to withdraw the award.
3. **Change in Proposal (Scope, Timeline, Budget, etc.).** The Principal Investigator has significant changes in the submitted proposal affecting aims, research strategy, timeline, and/or budget. If Conquer Cancer is notified of the change in proposal after the Principal Investigator is notified of an award, Conquer Cancer has the right in its sole discretion to withdraw the award.

Changes in institution/position or project scope after an award notification will require additional documents and review and approval from Conquer Cancer. Conquer Cancer has the right in its sole discretion to withdraw the award.

## **Award Notification**

Applicants can expect to be notified in February 2024 via email from [awards@mail.asco.org](mailto:awards@mail.asco.org). To ensure receipt of notifications from the application portal, it is highly recommended to include [awards@mail.asco.org](mailto:awards@mail.asco.org) to the applicant's safe sender list. All communication regarding applications, including award notifications, will be sent to the preferred email address on the applicant's membership profile. For questions, please contact [grants@conquer.org](mailto:grants@conquer.org).



### **Application Information Use and Sharing**

Conquer Cancer may use and process the information submitted through this application form for several purposes, including but not limited to: 1) evaluating the application, 2) communicating with you regarding your application and other opportunities that may be of interest to you, 3) publishing information regarding Conquer Cancer's grants and awards program, including through third party databases, 4) informing Conquer Cancer's grant making strategies and policies, and 5) for other legitimate purposes in keeping with Conquer Cancer's Privacy Policy and charitable mission. Information submitted through this application form will be kept on secure servers accessible to Conquer Cancer personnel and third parties authorized by Conquer Cancer to perform functions on Conquer Cancer's behalf.

In addition, by submitting an application form to Conquer Cancer, the applicant grants Conquer Cancer the right to use all application information submitted, outside of the research proposal, for any purpose.

The details of research proposals submitted are considered confidential property of the applicant. Conquer Cancer is permitted to share research proposals with Conquer Cancer staff and reviewers, third party contractors, and potential supporters, and Conquer Cancer will require all to maintain the confidentiality of such proposals.

If an applicant is selected for an award, the applicant grants Conquer Cancer permission to deposit grantee information collected in any documents or communications related to the application (including but not limited to investigator name, degree(s), clinical specialty, Open Researcher and Contributor ID (ORCID), institution and institutional information, project title, abstract, grant start date and duration, and grant amount) into the Health Research Alliance (HRA) online database (HRA Analyzer) of privately funded grants, the Dimensions database, or any other similar database.

If an applicant is deemed fundable but Conquer Cancer does not have funding available, the applicant grants Conquer Cancer permission to share the full proposal to potential supporters.

### **Application Procedures**

The IIG has two phases: a Letter of Intent (LOI) phase and a Full Application phase. Submission of full application is **by invitation only**.

All applications must be submitted in accordance with the requirements and instructions of this Request for Proposals (RFP). All application materials must be in English and must be submitted online through the ASCO and Conquer Cancer application portal at [awards.asco.org](https://awards.asco.org). No paper applications sent by mail, e-mail, or fax will be accepted.

**Applicants are encouraged to start their application early due to the complexity of the online application process.** The LOI must be submitted by **August 31, 2023 by 11:59 PM ET**. No late applications will be accepted. Please note that technical assistance is only available until 5:00 PM ET on the due date.

Helpful Tips for Using the Application Portal are included in Appendix C.

Applicants are encouraged to visit the [Application Resources](#) on asco.org and to refer to the [FAQ while preparing their letters of intent and applications.](#)

## **PHASE 1: LETTER OF INTENT**

### **Letter of Intent Components**

Sections of the LOI are listed below. More details about each section, including requirements and instructions, are described in the next pages.

1. Applicant Information (required)
2. Project Information (required)
3. Research Project Description (required)
4. Applicant's Biosketch (required)
5. Applicant Organization Information (required)
6. List of Research Team Members/Collaborators (required)
7. Review and Submit

1. **Applicant Information (required)**. This section includes the following:
  - Applicant Information. This information is pulled directly from the applicant’s ASCO membership profile. If changes need to be made to the applicant’s information, visit [profile.asco.org](https://profile.asco.org). Make sure that the applicant’s profile has the most up-to-date information before beginning an application. Changes made to the applicant’s profile are not saved in real-time but will be reflected on this form before submitting the LOI.
    - First Name
    - Middle Name
    - Last Name
    - Degree
    - Primary Organization Name
    - Address (including city, state, and zip code)
    - Country
    - Primary email address (all future communications about the application will be sent to this address)
    - ORCID ID
    - ASCO Member ID
  - Additional questions and required information. Answer the following:
    - Do you have a medical degree or international equivalent?
    - Do you have a full-time faculty appointment (This includes full-time instructor position)?
    - Academic Rank. Select from the drop-down list.
    - Certification/Subspecialty Training. Select from the drop-down list.
    - Field of Clinical Training. Select all that apply
    - Field of Research Training. Select all that apply.
  - After completing this form, click “**Mark as Complete**”.
2. **Project Information (required)**. This section includes the following proposed project information (all are required):
  - Research Project Title (250 characters maximum): Provide a short descriptive title of the proposed research project.
  - Brief Research Project Description/Abstract (3000 characters maximum): Provide a brief abstract of the proposed research project.
  - Lay Abstract (2500 characters maximum). Provide a layperson summary of the project. Describe the work in a way that it will be understood by people who do not have scientific or medical backgrounds. Be clear and avoid technical and scientific terms when possible. It should not include confidential information. If selected to receive the award, Conquer Cancer may use the content of this layperson summary on its website and/or other public facing materials.
  - Specific Aims (1000 characters maximum per aim): Select the number of aims from the drop-down list. Briefly describe each aim separately and concisely in the boxes provided. Include the following for each aim: the aim objective (e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology), goals, and summarize the expected outcomes. At least one specific aim is required.

- **Subject Area:** Select one Subject Area from the drop-down list that best describes the research project. If "Other" is selected, provide information in the text field.
- **Focus Area(s):** Select all that apply. If "Other" is selected, provide information in the text field.
- **Equity, Diversity, and Inclusion:** Select "Yes" or "No" in response to the question "Does your research project address health disparities and inequities?"
- **Research Classification:** Select a category that relates to the research project. The list has six broad categories of scientific interest in cancer research.
- **Type of Research Study:** Select the type from the drop-down list to indicate if the research project is "Clinical", "Pre-clinical", or "Health Services Research".
  - If "Clinical" is selected, indicate the clinical trial phase and clinical trial number or identifier.
- **Assurances:**
  - **Animal Use.** Indicate whether animals will be used in the research. If yes, select the appropriate status.
    - If the status is Approved, enter the IACUC Approval Date, Expiration Date, and Number.
    - If the status is Exempt, enter the Exemption Number.
  - **Human Subjects.** Indicate whether human subjects will be involved in the research. If yes, select the appropriate status.
    - If the status is Approved, enter the IRB Approval Date, IRB Expiration Date, and Assurance Number.
    - If the status is Exempt, enter the Exemption Number.
- **Use of Drug(s):** Indicate if the research involves the use of drug(s). If yes, enter the name of the drug(s) and the drug manufacturer(s). It is highly encouraged to include a letter from the manufacturer(s) or supplier(s) that they will provide the drug in the Supporting Documentation section of the application.
- **Resubmission:** Select "Yes" or "No" from the drop-down list to indicate if the application is a resubmission of a previous application.
- After completing this form, click "**Mark as Complete**".

3. **Research Project Description (required).** Enter answers to the following questions. Cutting and pasting from a Word document is allowed. Each response must not exceed 500 characters. What is the specific cancer control problem that is being addressed?

- What is the hypothesis?
- Who is the target population?
- What methodology will be used to test the hypothesis and conduct the research?
- How is this approach different or innovative? How will it impact cancer control in your country?
- What indicators will be used to measure the success of the proposed research project?
- What are the plans for sharing the results of the proposed research project?
- If the research project is successful, how will the project be continued after the grant ends?
- If the research project is successful, how will the findings be exportable to other low- or middle-income countries?

After completing this form, click "**Mark as Complete**".

4. **Applicant’s Biosketch (required, template provided).** Applicants should use the NIH biosketch [template](#) provided with an expiration date of 01/31/2026. The biosketch must not exceed five (5) pages. To help complete the biosketch, please refer to these [instructions](#) and [sample biosketch](#). **If the document uploaded exceeds the page limit, Conquer Cancer will return the application.**

Upload as a PDF file. Click “**Attach File**” and select the file to be uploaded in the application.

Use this file naming convention: *[year program abbreviation]\_Biosketch\_[Last name]* (e.g., *2024IIG\_Biosketch\_Smith*)

After completing this form, click “**Mark as Complete**”.

5. **Applicant Organization Information (required).** Applicant Organization description is limited to five (5) typewritten, single-spaced pages, with one-inch margins and using an 11-point Arial font type. **If the document uploaded exceeds the page limit, Conquer Cancer will return the application.**

**NOTE: ALL information below must be included, otherwise, the LOI will not be considered:**

- Explanation of the Applicant Organization’s legal status (i.e. nonprofit or governmental) [Note that proof of the legal status will be required for the full application.]
- Charitable Purpose of the Applicant Organization
- Brief History of the Applicant Organization
- List of Leadership including their full names and title (i.e., Executives, Governing Board, and Key Officers)
- List of current and prior research grants that the Applicant Organization has received in the past five (5) years, including size of grant, name of grantor, and outcome of grant if completed. If none, please indicate “*No prior research grants.*”
- List up to five (5) current or prior pertinent activities the Applicant Organization has carried out demonstrating tangible outcomes (e.g. publications, trainings, presentations, programs, etc.). If none, please indicate “*No pertinent activities.*”

Upload as a PDF file. Click “**Attach File**” and select the file to be uploaded in the application.

Use this file naming convention: *[year program abbreviation]\_OrganizationInformation\_[Last name]* (e.g., *2024IIG\_OrganizationInformation\_Smith*)

After completing this form, click “**Mark as Complete**”.

6. **List of Collaborators/Research Team Members/Partners (required).** List all team members and their full names who will work on the research project and briefly describe the pertinent qualifications and role of each research team member in the project. Team members and collaborators are permitted to be from other countries, including high-income countries. It is not required to have team members outside of the applicant’s home country.

After completing this form, click **“Mark as Complete”**.

7. **Review and Submit (required)**. The Applicant will not be able to navigate to this page until all required sections have been **“Marked as Complete”**.

On the left navigation, click **“Review”** to review or **“Submit”** to submit the application.

To download a copy of the application, click **“My Applications”**. Click the ellipsis (...) on the specific application and click **“Download”**.

On the next screen, select the desired options and click **“Download”**.

A new tab will open. Once the download is ready, click **“Download”**. The application will be downloaded as a zip file.

## **LETTER OF INTENT CHECKLIST**

All required and optional (if filled out) sections must be marked as complete and uploaded documents must follow the prescribed file naming convention.

- Applicant Information (required)
- Project Information (required)
- Research Project Description (required)
- Applicant's Biosketch (required)
- Applicant Organization Information (required)
- List of Research Team Members/Collaborators (required)
- Review and Submit (required)



## **PHASE 2: FULL APPLICATION**

Submission of a full application is **by invitation only**. If selected to complete a full application, it must be submitted online on or before **December 1, 2023, by 11:59 PM ET**. In order to get a sense of the level of detail that is necessary to have a competitive application, please see a sample of a funded application available on our [Application Resources](#) page.

### **Full Application Components**

Sections of the full application are listed below. More details about each section, including requirements and instructions, are described in the next pages. Some information may carry over from the LOI phase.

1. Applicant Information (required)
2. Project Information (required)
3. Project Goals (required)
4. Research Strategy (required, template provided)
5. Cited References (required)
6. Budget (required)
7. Other Funding Source(s) (optional)
8. Project Timeline (required, template provided)
9. Resubmission Documentation (required for resubmissions only)
10. Applicant's Biosketch (required)
11. List of Collaborators/Team Members (required)
12. Letter from Applicant Organization (required)
13. Proof of Legal Registration/Certificate of Nonprofit Status (required)
14. Financial Statements (required, audited financials are preferred)
15. Independent Financial Statement Audit (optional)
16. Publications (optional)
17. Additional Supporting Documentation (optional) – additional relevant uploads
18. Institution Approval (required)
19. Review and Submit (required)

1. **Applicant Information (required)**. This section includes the following:
  - Applicant Information. This information is pulled directly from the applicant’s ASCO membership profile. If changes need to be made to the applicant’s information, visit [profile.asco.org](https://profile.asco.org). Make sure that the applicant’s profile has the most up-to-date information before beginning an application. Changes made to the applicant’s profile are not saved in real-time but will be reflected on this form before submitting the full application.
    - First Name
    - Middle Name
    - Last Name
    - Degree
    - Primary Organization Name
    - Address (including city, state, and zip code)
    - Country
    - Primary email address (all future communications about the application will be sent to this address)
    - ORCID ID
    - ASCO Member ID
  - Additional questions and required information. Answer the following:
    - Do you have a medical degree or international equivalent?
    - Do you have a full-time faculty appointment (This includes full-time instructor position)?
    - Academic Rank. Select from the drop-down list.
    - Certification/Subspecialty Training. Select from the drop-down list.
    - Field of Clinical Training. Select all that apply
    - Field of Research Training. Select all that apply.
  - After completing this form, click “**Mark as Complete**”.
2. **Project Information (required)**. This section includes the following proposed project information (all are required) that are carried forward from the LOI phase and may be modified:
  - Research Project Title (250 characters maximum): Provide a short descriptive title of the research project.
  - Brief Research Project Description/Abstract (3000 characters maximum): Provide a brief abstract of the research project.
  - Lay Abstract (2500 characters maximum). Provide a layperson summary of the project. Describe the work in a way that it will be understood by people who do not have scientific or medical backgrounds. Be clear and avoid technical and scientific terms when possible. It should not include confidential information. If selected to receive the Grant, Conquer Cancer may use the content of this layperson summary on its website and/or other public facing materials.
  - Specific Aims (1000 characters maximum per aim): Select the number of aims from the drop-down list. Briefly describe each aim separately and concisely in the boxes provided. Include the following for each aim: the aim objective (e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology), goals, and summarize the expected

outcomes. At least one specific aim is required. Details (e.g., background, rationale for each aim and alternative strategy) for respective aims can be included in the research strategy section.

- **Subject Area:** Select one Subject Area from the drop-down list that best describes the research project. If "Other" is selected, provide information in the text field.
- **Focus Area(s):** Select all that apply. If "Other" is selected, provide information in the text field.
- **Equity, Diversity, and Inclusion:** Select "Yes" or "No" in response to the question "Does your research project address health disparities and inequities?"
- **Research Classification:** Select a category that relates to the research project. The list has six broad categories of scientific interest in cancer research.
- **Type of Research Study:** Select the type from the drop-down list to indicate if the research project is "Clinical", "Pre-clinical", or "Health Services Research".
  - If "Clinical" is selected, indicate the clinical trial phase and clinical trial number or identifier.
- **Assurances:**
  - **Animal Use.** Indicate whether animals will be used in the research. If yes, select the appropriate status.
    - If the status is Approved, enter the IACUC Approval Date, Expiration Date, and Number.
    - If the status is Exempt, enter the Exemption Number.
    - If the status is Pending, please indicate the anticipated date of approval and enter any additional comments in the comment box.
  - **Human Subjects.** Indicate whether human subjects will be involved in the research. If yes, select the appropriate status.
    - If the status is Approved, enter the IRB Approval Date, IRB Expiration Date, and Assurance Number.
    - If the status is Exempt, enter the Exemption Number.
    - If the status is Pending, please indicate the anticipated date of approval and enter any additional comments in the comment box.
- **Use of Drug(s):** Indicate if the research involves the use of drug(s). If yes, enter the name of the drug(s) and the drug manufacturer(s). It is highly encouraged to include a letter from the manufacturer(s) or supplier(s) that they will provide the drug in the Supporting Documentation section of the application.
- **Resubmission:** Select "Yes" or "No" from the drop-down list to indicate if the application is a resubmission of a previous application.
- After completing this form, click "**Mark as Complete**".

3. **Project Goals (required).** Use this section to list the short-term and long-term goals of the research project. Short-term goals are those that are achievable within three years from award completion. Long-term goals are those that are achievable beyond three years from award completion. Applicants are **required to enter both short-term and long-term goals** for their project.

After completing this form, click "**Mark as Complete**".

4. **Research Strategy (required, template provided)**. Upload a detailed description of the research strategy by answering the questions in each section below. The research strategy is limited to six (6) typewritten, single-spaced pages, with one-inch margins and using an 11-point Arial font type.

**The following sections must be included with the narrative addressing the questions stated below:**

Significance and Background:

- What is the problem or critical barrier(s) to cancer control in LMICs that the research project addresses?
- What is your hypothesis?
- Why is this an important problem in the applicant's country and/or LMICs in general?

Innovation:

- How does this approach differ from current practice or knowledge?
- How will it potentially improve cancer control in the applicant's country?

Approach, Implementation, and Evaluation:

- What is the overall strategy and methodology the applicant will use to accomplish the specific aims of the research project?
- Does the applicant's site/country have the appropriate resources to effectively complete the research project? Please describe.
- How will data will be collected, analyzed, and interpreted to determine whether the research project is successful?
- Describe the potential barriers to the research project's success and any alternative strategies.

Sustainability and Scalability:

- How will the success of your research project be demonstrated?
- How will the knowledge learned be disseminated?
- Will there be potential support from other sources to continue or sustain the program in the future? If none, how will this research project be sustained after the grant funding period is over?
- Assuming the research project is successful, what would be done with the results; what would be the next steps after the grant period?
- Is the research project transferable? Is there potential for this project to be scaled up and implemented in other areas of the applicant's country or other LMICs?
- What collaborations (if any) with another community or another country are planned to export or disseminate knowledge?

Upload as a PDF file. Click "**Attach File**" and select the file to be uploaded in the application.

Use this file naming convention: *[year and program abbreviation]\_ResearchStrategy\_[Last name]* (e.g., *2024IIG\_ResearchStrategy\_Smith*)

After completing this form, click "**Mark as Complete**".

5. **Cited References (required)**. Upload a bibliography of any references cited in the Research Strategy. The Cited References has no page limit, must be typewritten with single-space, one-inch margins and using an 11-point Arial font type.

Upload as a PDF file. Click “**Attach File**” and select the file to be uploaded in the application.

Use this file naming convention: *[year and program abbreviation]\_CitedReferences\_[Last name]*  
(e.g., *2024IIG\_CitedReferences\_Smith*)

After completing this form, click “**Mark as Complete**”.

6. **Budget (required)**. The award funds will be directed to the Grantee Organization and should be used towards salary support, supplies, equipment, travel, etc. necessary for the pursuit of the Principal Investigator’s research project.

The budget must be US Dollars (\$) and directly entered into the budget section of the online application. Non-U.S. applicants must use the best possible estimate of exchange rate into local currency. Budget justification for the entire period, including how the exchange rate was determined, must be entered in the “Description of Costs” column. Enter “N/A” for budget categories not being requested. The direct and indirect costs will calculate automatically at the bottom of the page as entered. **Do not use a comma when entering budget amounts.**

Budget guidelines include:

- **Grant Funds**: The award total is up to \$20,000 USD for one year and will be paid in two installments. The first installment will be paid at the beginning of the grant period and the second installment will be paid upon approval of the six-month progress report and financial report. Any costs in excess of this amount are the responsibility of the Grantee Organization.
- **Research Support**: Award funds in this category must include supplies or equipment for the Grantee Organization’s research project. Budgeted items must be consistent with available institutional facilities and resources. All items must be well described in the “Description of Costs” column.
- **Personnel Support**: Award funds in this category can only be budgeted for salary support for the Principal Investigator or research team members. Any salary support budgeted must be directly related to work on the research project and be based upon acceptable remuneration levels in the applicant’s country. The role of the personnel and the reason for their salary support must be well described in the “Description of Costs” column.
- **Indirect/Facilities and Administrative Costs**: There is a limit of 5% of the total grant funds (\$1,000) for indirect or facilities and administrative costs.
- **Travel**: No funds should be allocated to travel unless it is directly related to conduct of the research project.
- **Subcontracts**: Subcontracts to other organizations are allowed if necessary to complete the research project. They must be included in the proposed application budget or the Grantee Organization must have pre-approval from Conquer Cancer. If the proposal includes subcontracts to another organization(s), detailed budgets for subcontracting organizations must be uploaded

in the “Supporting Documentation” section of the application. The detailed subcontract budgets should include information on indirect costs for the subcontract as well as information on the identity and legal status of the subcontract organization. All subcontractors must follow the same budget guidelines as the grantee organization and agree to comply with research grant requirements. The combined total budget for all subcontracts should be entered in this section as one line item.

- **Unallowable Expenses:** Funds may **NOT** be used to pay for: ASCO Membership Fees; fees for certification, courses or classes; costs for proposal development for additional funding; travel to the ASCO Annual Meeting or other international congresses or conferences; political campaigns; direct donations, grants, or scholarships to individuals; lobbying; bribery; illegal activity; or any costs that are not directly related to the research project.

**SAMPLE BUDGET:**

<b><u>Direct Costs</u></b>	<b><u>Amount in USD (\$)</u></b>
Research Costs	\$15,000
Personnel Costs	\$4,000
Other Expenses	\$0
Travel	\$0
Subcontracts	\$0
Consultant Costs	\$0
<b><u>Indirect Costs</u></b>	
Indirect/Facilities and Administrative Costs	\$1,000
<b><u>Total</u></b>	<b>\$20,000</b>

**NOTE: The budget total should not exceed \$20,000.**

After completing this form, click “**Mark as Complete**”.

7. **Other Funding Source(s) (optional).** A document that describes any resources in addition to Conquer Cancer grant funds will be used to support the proposed research project may be uploaded. For example, if the Applicant Organization will also contribute funds to the proposed project, or if there are other grant funds for this project, this should be described. NOTE: The International Innovation Grant does not require applicants to seek additional funding support.

The document must be limited to one (1) typewritten, single-spaced page with one-inch margins and 11-point Arial font type. **If the document uploaded exceeds the page limit, Conquer Cancer will return the application.**

Upload as a PDF file. Click “**Attach File**” and select the file to be uploaded in the application.

Use this file naming convention: *[year program abbreviation]\_OtherFunding\_[Last name]* (e.g., *2024IIG\_OtherFunding\_Smith*)

After completing this form, click “**Mark as Complete**”.

8. **Project Timeline (required, template provided)**. Enter each major project milestone/activity, a brief description, the expected completion date, the status and if it is an associated deliverable. A deliverable is something that can be included in a progress report, such as a publication or an approval letter. The applicant is not required to have deliverables during the award term. However, the timeline should be clear what outcomes will be achieved during the award period and its expected timeframe. The expected date of completion for the major milestones described in each aim of the proposal must be provided.

Download the template, then update the following:

- Enter the name of the milestone/activity
- Enter a description of the milestone/activity and the time frame it will be completed
- Enter the expected date of completion for major milestones
- Indicate whether the milestone/activity is a deliverable
- Select the appropriate status
- Do not enter any comments.
- Ensure all columns are visible on each page and set to proper print area. Upload as a PDF file.

Upload as a PDF file. Click “**Attach File**” and select the file to be uploaded in the application.

Use this file naming convention: *[year program abbreviation]\_Timeline\_[last name]* (e.g., *2024IIG\_Timeline\_Smith*)

After completing this form, click “**Mark as Complete**”.

9. **Resubmission Documentation (required for resubmissions only)**. Applicants resubmitting a prior application are required to upload a one-page introduction to address the feedback and critiques provided during the prior application cycle.

The introduction is limited to one (1) typewritten, single-spaced page with one-inch margins and 11-point Arial font type. Past applicants are strongly encouraged to upload a one-page introduction that discusses how the application has changed or respond to previous reviews. It is advised that applicants ask their mentors to read the reviewers’ critiques and the resubmission responses to confirm that the critique has been addressed in a way that is informative and constructive.

Use this file naming convention: *[year and program abbreviation]\_ResubmissionDoc\_[Last name]* (e.g., *2024IIG\_ResubmissionDoc\_Smith*).

Upload as a PDF file. Click “**Attach File**” and select the file to be uploaded in the application.

After completing this form, click **“Mark as Complete”**.

- 10. Applicant’s Biosketch (required, template provided).** Applicants should use the NIH biosketch [template](#) provided with an expiration date of 01/31/2026. The biosketch must not exceed five (5) pages. To help complete the biosketch, please refer to these [instructions](#) and [sample biosketch](#). **If the document uploaded exceeds the page limit, Conquer Cancer will return the application.**

Upload as a PDF file. Click **“Attach File”** and select the file to be uploaded in the application.

Use this file naming convention: *[year program abbreviation]\_Biosketch\_[Last name]* (e.g., *2024IIG\_Biosketch\_Smith*)

After completing this form, click **“Mark as Complete”**.

- 11. List of Collaborators/Research Team Members/Partners (required).** List all team members and their full names who will work on the research project and briefly describe the pertinent qualifications and role of each research team member in the project. Team members and collaborators are permitted to be from other countries, including high-income countries. It is not required to have team members outside of your home country.

The list submitted with the LOI carries forward to the full application and may be modified.

After completing this form, click **“Mark as Complete”**.

- 12. Letter from Applicant Organization (required).** A signed letter from an authorized individual (such as a member of the leadership or an executive) at the applicant organization explaining the role that the organization is playing in the project and any resources that they will be providing must be provided. This letter must be on official letterhead and must include information regarding:
- Explanation of the organization’s legal status (i.e., nonprofit or governmental)
  - Any resources and/or infrastructure that the organization is providing for the research project
  - Description of prior experiences receiving and administering research grants, including size of grant, name of grantor, and outcome of grant if completed
  - Any examples of prior experience with Conquer Cancer or ASCO
  - Whether the Principal Investigator will receive organizational or other support to apply the findings after the research project period is over
  - Assurances that the organization will expend the funds according to the approved budget and will provide financial reports of expenses after six months during the research project period and at the conclusion of the grant

Upload as a PDF file. Click **“Attach File”** and select the file to be uploaded in the application.

Use this file naming convention: *[year and program abbreviation]\_OrganizationLetter\_[Last name]* (e.g., *2024IIG\_OrganizationLetter\_Smith*)



After completing this form, click “**Mark as Complete**”.

- 13. Proof of Legal Registration/Certificate of Nonprofit Status (required).** Proof of the applicant organization’s legal registration and, if applicable, a certificate of non-profit status in the applicant’s country in English must be uploaded.

Upload as a PDF file. Click “**Attach File**” and select the file to be uploaded in the application.

Use this file naming convention: *[year and program abbreviation]\_LegalStatus\_[Last name]* (e.g., *2024IIG\_LegalStatus\_Smith*)

After completing this form, click “**Mark as Complete**”.

- 14. Financial Statements (required).** The applicant organization’s most recent year’s financial statements in English (income statements and balance sheets) must be uploaded. Audited financial statements are preferred, if available.

Upload as a PDF file. Click “**Attach File**” and select the file to be uploaded in the application.

Use this file naming convention: *[year and program abbreviation]\_FinancialStatements\_[Last name]* (e.g., *2024IIG\_FinancialStatement\_Smith*)

After completing this form, click “**Mark as Complete**”.

- 15. Independent Financial Statement Audit (optional).** If the applicant organization has had an independent financial statement audit by an external organization, upload the audit report.

Upload as a PDF file. Click “**Attach File**” and select the file to be uploaded in the application.

Use this file naming convention: *[year and program abbreviation]\_FinancialAudit\_[Last name]* (e.g., *2024IIG\_FinancialAudit\_Smith*).

After completing this form, click “**Mark as Complete**”.

- 16. Publications (optional).** Up to two prior publications that are relevant to the proposed project may be included. The publications must highlight the applicant’s experience and qualifications to conduct the proposed project. The applicant must be a co-author on these publications.

To enter publications:

- Select the total number of publications from the drop-down (1 or 2).
- For each publication, enter the title, PubMed ID number, year, type, name, status, URL, and funding status.

- Click “**Attach File**” and select the file(s) to be uploaded in the application. Use this file naming convention: *[year program abbreviation]\_Publication 1\_[last name]* (e.g., *2024IIG\_Publication 1\_Smith*)

After completing this form, click “**Mark as Complete**”.

**17. Additional Supporting Documentation (optional).** Items may be uploaded as supporting documentation if they are critical to the review of the application. Examples include: a clinical protocol or survey instrument that will be used in the study; a letter of collaboration from a person or organization providing critical project expertise; or a letter from a company that they will provide a drug or experimental therapy. Due to the limited time given to the reviewers, upload of any documents that are relevant to the review of the proposal or any additional publications is not allowable.

Upload as a PDF file. Click “**Attach File**” and select the file to be uploaded in the application. Repeat this step to upload multiple files.

Use this file naming convention: *[year and program abbreviation]\_SupportingDoc\_[number]\_[Last name]* (e.g., *2024IIG\_SupportingDoc\_1\_Smith; 2024IIG\_SupportingDoc\_2\_Smith; etc.*).

After completing this form, click “**Mark as Complete**”.

**18. Institution Approval (required).** The Authorized Official representing the applicant organization must approve the completed application (both the project proposal and the budget) before submission by completing the “Institution Approval” task.

**NOTE: The Principal Investigator cannot be the same person as the grant administrator nor the authorized individual at Applicant Organization.**

- To request a recommendation from the Institution Approver:
  - Click “Request a Recommendation”.
  - Enter the First name, Last name, Email address, and write a message (optional) to the Institution Approver.
  - Click “Send Request”. The Institution Approver will receive an email notification with the message.
  - If the Institution Approver accepts or decline the recommendation request, the applicant will receive an email notification.
- To resend or withdraw the request, click the ellipsis (...) near the Institution Approver’s name and email and select the appropriate option from the drop-down list.
- **IMPORTANT:** The Institution Approver must complete their task and click “Submit” at the bottom of the page **prior** to the deadline. An email notification will be sent to the applicant confirming that the task has been completed.
- The applicant will not be able to submit the application until this task is submitted.
- Once the Institution Approver has submitted the task, return to this section and click “**Mark as Complete**”.

**19. Review and Submit (required).** The applicant will not be able to navigate to this page until all required sections have been “Marked as Complete” and all tasks from the Mentor(s), Sponsor (if applicable), and Institution Approver have been submitted.

On the left navigation, click “**Review**” to review or “**Submit**” to submit the application.

To download a copy of the application, click “**My Applications**”. Click the ellipsis (...) on the specific application and click “**Download**”.

On the next screen, select the desired options and click “**Download**”.

A new tab will open. Once the download is ready, click “**Download**”. The application will be downloaded as a zip file.

## **FULL APPLICATION CHECKLIST**

All required and optional (if filled out) sections must be marked as complete and uploaded documents must follow the prescribed file naming convention.

- Applicant Information (required)
- Project Information (required)
- Project Goals (required)
- Research Strategy (required, template provided)
- Cited References (required)
- Budget (required)
- Other Funding Source(s) (optional)
- Project Timeline (required, template provided)
- Resubmission Documentation (required for resubmissions)
- Applicant's Biosketch (required)
- List of Collaborators/Team Members (required)
- Letter from Applicant Organization (required)
- Proof of Legal Registration/Certificate of Nonprofit Status (required)
- Financial Statements (required, audited financials are preferred)
- Independent Financial Statement Audit (optional)
- Publications (optional)
- Additional Supporting Documentation (optional, additional relevant uploads)
- Institution Approval (required)
- Review and Submit (required)

## **Appendix A. World Bank Country Classification**

*\*Country classifications current as of 6/24/2023; classifications may change based on updates to the [World Bank](#) list. Please also refer to the note on page 6 (“Compliance with Applicable Legal Requirements”).*

### **Low-Income Countries**

- AFGHANISTAN
- BURKINA FASO
- BURUNDI
- CENTRAL AFRICAN REPUBLIC
- CHAD
- CONGO, DEM. REP.
- ERITREA
- ETHIOPIA
- GAMBIA, THE
- GUINEA
- GUINEA-BISSAU
- KOREA, DEM. PEOPLE'S REP.
- LIBERIA
- MADAGASCAR
- MALAWI
- MALI
- MOZAMBIQUE
- NIGER
- RWANDA
- SIERRA LEONE
- SOMALIA
- SOUTH SUDAN
- SUDAN
- SYRIAN ARAB REPUBLIC
- TOGO
- UGANDA
- YEMEN, REP.

### **Lower Middle-Income Countries**

- ALGERIA
- ANGOLA
- BANGLADESH
- BELIZE
- BENIN
- BHUTAN
- BOLIVIA
- CABO VERDE
- CAMBODIA
- CAMEROON
- COMOROS
- CONGO, REP.
- COTE D'IVOIRE
- DJIBOUTI
- EGYPT, ARAB REP.
- EL SALVADOR
- ESWATINI
- GHANA
- HAITI
- HONDURAS
- INDIA
- INDONESIA
- IRAN, ISLAMIC REP
- KENYA
- KIRIBATI
- KYRGYZ REPUBLIC
- LAO PDR
- LESOTHO
- MAURITANIA
- MICRONESIA, FED. STS.
- MONGOLIA
- MOROCCO
- MYANMAR
- NEPAL
- NICARAGUA
- NIGERIA
- PAKISTAN
- PAPUA NEW GUINEA
- PHILIPPINES
- SAMOA
- SAO TOME AND PRINCIPE
- SENEGAL
- SOLOMON ISLANDS
- SRI LANKA
- TAJIKISTAN
- TANZANIA
- TIMOR-LESTE
- TUNISIA
- UKRAINE
- UZBEKISTAN
- VANUATU
- VIETNAM
- WEST BANK AND GAZA
- ZAMBIA
- ZIMBABWE

## Upper Middle-Income Countries

- ALBANIA
- AMERICAN SAMOA
- ARGENTINA
- ARMENIA
- AZERBAIJAN
- BELARUS
- BOSNIA AND HERZEGOVINA
- BOTSWANA
- BRAZIL
- BULGARIA
- CHINA
- COLOMBIA
- COSTA RICA
- CUBA
- DOMINICA
- DOMINICAN REPUBLIC
- ECUADOR
- EQUATORIAL GUINEA
- FIJI
- GABON
- GEORGIA
- GRENADA
- GUATEMALA
- GUYANA
- IRAQ
- JAMAICA
- JORDAN
- KAZAKHSTAN
- KOSOVO
- LIBYA
- MALAYSIA
- MALDIVES
- MARSHALL ISLANDS
- MAURITIUS
- MEXICO
- MOLDOVA
- MONTENEGRO
- NAMIBIA
- NORTH MACEDONIA
- PANAMA
- PARAGUAY
- PERU
- ROMANIA
- RUSSIAN FEDERATION
- SERBIA
- SOUTH AFRICA
- ST. LUCIA
- ST. VINCENT AND THE GRENADINES
- SURINAME
- THAILAND
- TONGA
- TURKEY
- TURKMENISTAN
- TUVALU

## **Appendix B. Terms and Conditions**

Each applicant selected to receive an International Innovation Grant and the Grantee Organization, must execute a separate Terms and Conditions document with Conquer Cancer in order to receive an International Innovation Grant. This section of the RFP sets forth selected provisions of the Terms and Conditions that the applicant and the Applicant Organization should review carefully before submitting an application for an International Innovation Grant. This RFP does not contain the complete Terms and Conditions document. Conquer Cancer reserves the rights to modify any of the provisions of the Terms and Conditions prior to execution by the applicant and the Grantee Organization.

### **Responsible Conduct of Research**

- (1) The Research Project will be conducted according to the highest scientific and ethical standards and in compliance with all applicable laws and regulations and with the policies of the Recipient, including with respect to Recipient's conflict of interest policies and procedures. To the extent policies of the Recipient conflict with these Terms and Conditions, these Terms and Conditions will prevail.
- (2) The Principal Investigator will provide evidence of permission to conduct human subjects research in the host country to Conquer Cancer prior to commencing research on human subjects, if applicable.
- (3) The Principal Investigator will provide evidence of approval for the use animals in research in the host country to Conquer Cancer prior to commencing research on animal subjects, if applicable.

### **Funds: Payment and Use**

- (4) The Award total is up to 20,000 United States Dollars, paid in two installments of up to \$10,000, subject to compliance by Principal Investigator and Recipient with these Terms and Conditions. Payment of the second installment is dependent on Recipient's satisfactory submission of the six-month progress report and financial report, and satisfactory research progress during the first reporting period. The Award funds will be paid to the Recipient in United States Dollars by wire transfer.
- (5) The Award will be used solely as detailed in the Research Project (including the grant proposal and budget).
- (6) Award funds must be maintained in a separate fund dedicated to the charitable purpose of the Award. Such a separate fund may be either 1) a physically separate bank account restricted to the described charitable purpose, or 2) a separate bookkeeping account (limited to the described charitable purpose) maintained as part of Recipient's financial records.

- (7) No more than 5% of total costs will be applied to overhead or indirect costs of the Recipient in administering the Research Project.
- (8) Award funds may not be used to pay for: ASCO Membership Fees; fees for certifications, courses or classes; costs for proposal development for additional funding; travel to the ASCO Annual Meeting or other international congresses or conferences; political campaigns; direct donations, grants, or scholarships to individuals; lobbying; bribery; illegal activity; or any costs that are not directly related to the Research Project. No funds should be allocated to travel unless it is directly related to the Research Project itself.
- (9) Award funds will not be used for expenditures incurred prior to the first day of the Award Period or after the last day of the Award Period. No additional expenses may be paid from Award funds after Conquer Cancer has received the Principal Investigator's final expenditure report or after any unexpended funds have been returned to Conquer Cancer, which must be provided in accordance with specific paragraphs in the full Terms and Conditions.
- (10) At the end of the Award Period, any unexpended funds and any funds expended inconsistent with the Research Project will be returned to Conquer Cancer.
- (11) If the Research Project included budgeted subcontracts to other institutions, Principal Investigator will be responsible for obtaining budget summaries and progress information annually, in concordance with the reporting schedule set forth herein. All consortium and contractual agreements must be pre-approved by Conquer Cancer and will be subject to and will comply with these Terms and Conditions. Principal Investigator will ensure that the Research Project is conducted in compliance with these Terms and Conditions.
- (12) Principal Investigator may not subcontract with a new third party without written approval from Conquer Cancer. A request to reallocate the budget will be submitted to Conquer Cancer through its application portal for approval and will include a description of the work to be performed by the third party, reason for contracting with the third party, and a complete budget for the third party including revisions to the original budget categories. All contractual agreements will be subject to and will comply with these Terms and Conditions.

### **Requests for Budget Changes or Extensions**

- (13) The Principal Investigator may not move funds between budget categories or into new budget categories without prior written approval of Conquer Cancer. Budget changes must be consistent with the budget guidelines. The budget limit on indirect costs will be strictly followed and cannot be adjusted.
- (14) Budget changes will be approved in writing by Conquer Cancer before expenditure of funds. The Principal Investigator will submit a re-budget request with a detailed justification of the proposed change through the application portal. The re-budget request must be made during the Award Period.



- (15) Any request for a no-cost extension or budget change must be made through the application portal no earlier than 90 days prior to the expiration of the Award Period. Requests received after the last day of the Award Period will not be accepted and will automatically be disapproved. No cost-extensions of up to six months may be approved by Conquer Cancer in its sole discretion. Conquer Cancer may approve up to a maximum of three no-cost extensions.
- (16) Requests for a six month no-cost extension require a no-cost-extension request submission through the application portal and a detailed explanation of why the request is being made. Requests will only be approved if they pertain to Research Project. Conquer Cancer will approve or disapprove the request at its discretion.
- (17) If a no-cost extension is granted by Conquer Cancer, the Recipient will submit additional progress reports and financial expenditure reports every six months during the extension term.

### **Change of Personnel**

- (18) If the Principal Investigator desires to take a leave of absence from the Research Project for any reason during the Award Period, the Principal Investigator will submit a request in writing to Conquer Cancer to allow one of the co-investigators on the Research Project, who must be affiliated with the Recipient, to lead the Research Project. Subject to Conquer Cancer's written approval and in Conquer Cancer's sole discretion, the Award may be transferred to a co-investigator of the Research Project provided arrangements satisfactory to Conquer Cancer are implemented to continue the Research Project. Among other things, the co-investigator will be an active-status ASCO member throughout the remaining Award Period and will agree to comply with these Terms and Conditions. Conquer Cancer will approve or disapprove the request at its discretion.
- (19) If the Principal Investigator is unable or not permitted to transfer the Award to a co-investigator, the Principal Investigator and the Recipient will relinquish the Award and any unexpended funds and funds expended inconsistent with the Research Project will immediately be returned to Conquer Cancer.
- (20) Changes in co-investigators listed on the Research Project require prior written approval from Conquer Cancer. A written request, including justification for the change and the biosketch of the proposed new co-investigator, must be submitted prior to the investigator joining the Research Project team.

### **Changes in Research Focus**

- (21) Changes in the specific aims of the Research Project will not be allowed without prior written consent from Conquer Cancer. Any request for changes in the specific aims of the Research

Project must be made through the application portal prior to performing any changes to the Research Project. Conquer Cancer will approve or disapprove the request at its discretion.

- (22) Major changes in research design require prior written approval from Conquer Cancer. A request must be submitted by the Principal Investigator through the application portal prior to performing any aspects of any newly designed study. Examples of a major change include, but are not limited to, studying a different patient population than originally proposed or studying a different therapeutic than originally proposed.
- (23) Minor changes in research methodology are not subject to prior approval by Conquer Cancer, but must be explained and justified by the Principal Investigator in the progress report.

### **Change in Recipient**

- (24) If the Principal Investigator accepts an appointment or new employment at another institution or organization during the Award Period, the Principal Investigator is not permitted to transfer the Award to a new Recipient. If the Principal Investigator and the Recipient are unable to fulfill the requirements of the Award, they must relinquish the Award and any unexpended funds and funds expended inconsistent with the Research Project will be returned to Conquer Cancer.

### **Program Reporting**

- (25) Throughout the Award Period, the Principal Investigator will submit expenditure reports and progress reports, including information about all subcontractors, regarding the Research Project through the application portal. It is the responsibility of the Principal Investigator to submit the reports in a timely manner. Conquer Cancer may contact appropriate persons connected to the Research Project to ensure the progress reports and expenditure reports are received as required. Principal Investigator and Recipient will comply with the then-current procedures of Conquer Cancer regarding submission of progress and expenditure reports.
- (26) Noncompliance with any of these Terms and Conditions, including failure to submit progress or expenditure reports, may result in the withholding of payment on this Award or other awards of Conquer Cancer in effect at the Sponsoring Institution, or on Conquer Cancer awards that may be awarded in the future, or such other action deemed appropriate by Conquer Cancer.
- (27) Any unobligated balance remaining at the end of the Award Period or any extension term must be returned in full to Conquer Cancer along with the Final Expenditure Report by wire transfer.

### **Post-Award Reporting Obligation**

- (28) The Principal Investigator is required to submit a post-Award report through the application portal one year after the Award end date. It is the responsibility of the Principal Investigator to submit the report in a timely manner.
- (29) The Principal Investigator will respond to Conquer Cancer's requests for information on his/ her career progress following the Award Period and may be requested to provide their current Curriculum Vitae or update their information through the application portal using the "Career Progress" task. The information may be used for program evaluation and alumni communications. The Recipient understands that this obligation survives the Award Period and that they have an ongoing obligation to provide this information.
- (30) Conquer Cancer reserves the right to include information relating to the Award in its periodic reports, annual reports, awardee directory, publicly accessible databases of privately funded grant awards, or in any other materials issued by or on behalf of Conquer Cancer or Conquer Cancer's affiliates.

### **Publications and Other Public Release of Results**

- (31) Conquer Cancer strongly encourages Recipient to submit the results of Research Project for publication or other public release. In the event the Recipient's results are published or otherwise publicly released either during or after the Award Period, the Recipient will provide Conquer Cancer with a copy of such publication or public release. All publications and public releases will include an acknowledgment of Conquer Cancer (see Public Announcements and Acknowledgment).
- (32) Conquer Cancer supports the widest possible dissemination of funded research results. Principal Investigator is highly encouraged to publish in scientific journals that will provide public access to the research findings no later than twelve months after the date of publication.

### **Public Announcements and Acknowledgments**

- (33) Conquer Cancer will announce the Award and recipients of the Conquer Cancer International Innovation Grant. Conquer Cancer anticipates that the Recipient may wish to make a public announcement of this Award. The Recipient will submit to Conquer Cancer any proposed announcement, press release, or other public statement by the Recipient relating to the Award, prior to release, and will coordinate the release of such public announcement, press release, or statement with Conquer Cancer. A copy of any press release, announcement, or public statement must be provided to Conquer Cancer.
- (34) The Principal Investigator and the Recipient will acknowledge the support of Conquer Cancer in all publications and presentations of the research funded by the Award. The Principal Investigator understands that all abstracts, publications, and presentations resulting from research supported

by the Award will contain the acknowledgment, "This work was supported by a Conquer Cancer International Innovation Grant. Any opinions, findings, and conclusions expressed in this material are those of the author(s) and do not necessarily reflect those of the American Society of Clinical Oncology® or Conquer Cancer ®"

**Intellectual Property Rights**

(35) Conquer Cancer will have no intellectual property rights or other rights in or to data collected or scientific discoveries made through the Research Project funded by the Award. Conquer Cancer encourages its principal investigators and their grantee organizations to report to Conquer Cancer any inventions, discoveries, or intellectual properties that result from the support of the research.

## Appendix C. Helpful Tips for Using the Application Portal

### Getting Started

To access the application portal, go to [awards.asco.org](https://awards.asco.org)

- *If you have an existing ASCO account*, use your ASCO credentials to log into the application portal. If you are having issues logging in, click the “Need Help?” link in the “Log-in” page.
- *If you do not have an ASCO account*, go to [awards.asco.org](https://awards.asco.org) and click “Log-in” in the top right corner of the screen. On the next screen, click “Create Account” and follow the prompts to complete your account setup and create a password. After your account is set up, you will be returned to the application portal.
- *To initiate an application*, once logged into the application portal, click “View Programs”, select the program “International Innovation Grant”, and click “**Apply**”.
- **NOTE:** Make sure that your ASCO membership profile has the most up-to-date information before beginning an application

### Completing the Eligibility Quiz

You will first be asked to complete an eligibility quiz. Once you have answered each question, click “**Mark as Complete**” at the bottom of the page. You will then receive an email to confirm your eligibility. If you are eligible, you will automatically have access to the full application. The different application tasks will appear in the left navigation. If you have any questions regarding eligibility, contact [grants@conquer.org](mailto:grants@conquer.org).

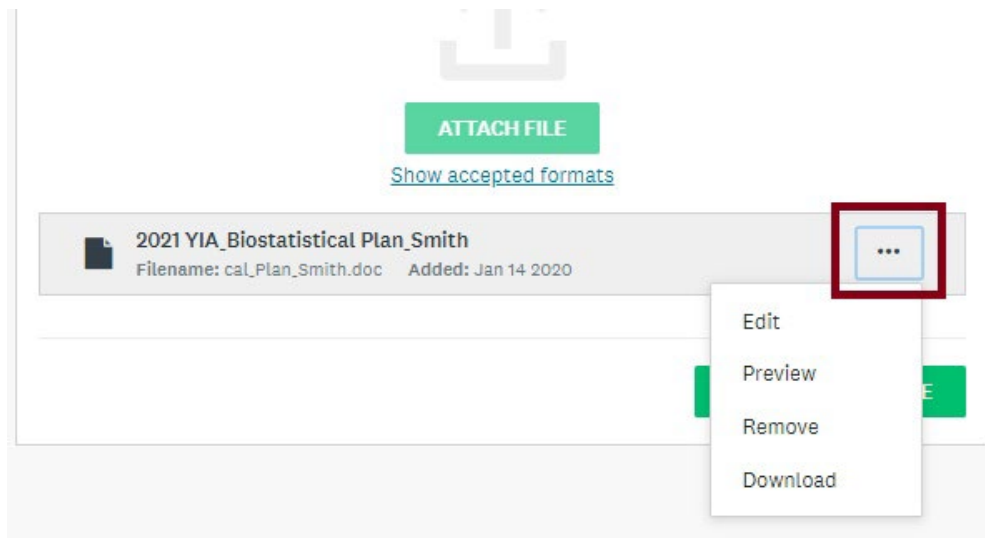
### Navigating the Application

- Click the task(s) in the left navigation to start working on your application.
- Click “Save and Continue Editing” at the bottom of the page as you go through the application.
- When finished with a particular task (e.g., Project Information), click “Mark as Complete” at the bottom of the page to validate task completion.
- If you need to edit a task after it has been Marked as Complete, click the ellipsis (...) on the top right corner of the task as shown below. Select “Edit” to reopen the form.
  - **IMPORTANT!** Do NOT click “Reset” as this will delete previously entered data!



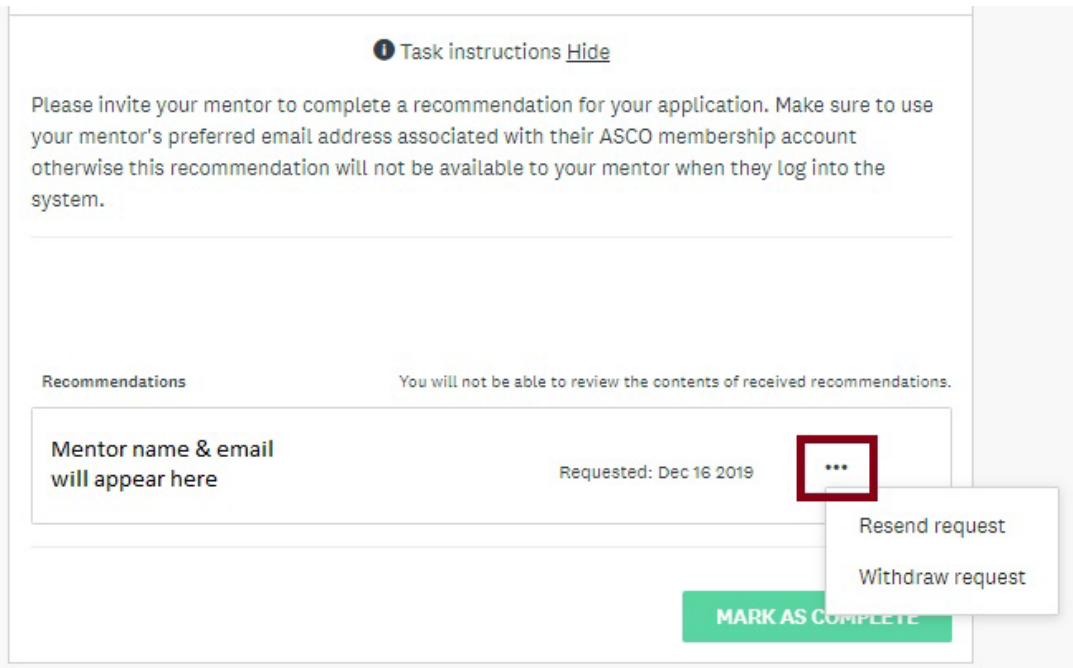
## Uploading a Document

- Click “Show accepted formats” to determine the file formats accepted. Documents should not be password protected.
- Documents must follow the file naming convention and requirements for page limits, margins, and fonts (see individual application sections for details). **If any document you uploaded does not meet the specific criteria, Conquer Cancer will return your application.**
- To upload a document, click “**Attach File**” and select the file to be uploaded.
- To edit a file name, click the ellipsis (...) next to the file name as shown below. Select “Edit” and enter the new file name based on the file naming convention.
- To remove or replace an uploaded document, click the ellipsis (...) next to the file name as shown below. Select “Remove” then click “Attach File”.
- NOTE: You may need to clear your browser’s cache to make sure you are able to view the re-uploaded document.



## Requesting a Recommendation

- As part of your application process, you will need to “Request a Recommendation” from third parties such as a Mentor, Sponsor, and Institution Approver. Click on the task and fill in the details of the Recommender including the First Name, Last Name, Email, and a brief message (optional) to send the Recommender. Once the information is submitted, an automated email will be sent to the Recommender letting them know that they’ve been asked to provide a recommendation. When the recommendation is submitted, you will be instantly notified.
- If the Recommender didn't receive an email invite, confirm that you sent the invite to the correct email address and there are no spelling errors, ask the Recommender to check their junk/spam folder, or resend the Invitation.
- To resend or withdraw the request, click the ellipsis (...) near the Recommender’s name and email and select the appropriate option from the drop-down list as shown below.



## Receiving Notifications

Add [awards@mail.asco.org](mailto:awards@mail.asco.org) and [grants@conquer.org](mailto:grants@conquer.org) to your safe senders list to ensure timely receipt of notifications associated with recommender task submissions, application submissions, etc. If you are not receiving notifications, check your junk/spam folders first, then contact [grants@conquer.org](mailto:grants@conquer.org) for additional assistance.