2024 CONQUER CANCER LONG-TERM INTERNATIONAL FELLOWSHIP (LIFe)

REQUEST FOR PROPOSALS

Last Updated: June 29, 2023

Application Deadline: January 31, 2024

Conquer Cancer®, the ASCO Foundation
2318 Mill Road, Suite 800
Alexandria, VA 22314
grants@conquer.org

Please visit asco.org/LIFe for the most up-to-date
version of the Request for Proposals.

About Conquer Cancer®, 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 Long-term International Fellowship (LIFe) provides early-career oncologists in low- to middle-income countries the support and resources needed to advance their training by deepening their relationship with a mentor at a host institution in the United States, Canada, or Europe. The purpose of this award is to provide funding to support a Fellowship where recipients will receive valuable training and experience, which they will use to effect change in cancer care in their home country. Fellowships are a combination of clinical training and clinical and laboratory research in accordance with institutional rules and regulations. Recipients are expected to return to their home institutions within one year of completing the Fellowship and disseminate the knowledge they have gained.

Funding Available

For 2024, one Fellowship is available for a recipient from any country categorized by the World Bank as Low-Income, Lower-Middle-Income, or Upper-Middle-Income (see Appendix A for the list of countries) working in any cancer-related specialty area. Additional Fellowships may be awarded as funding becomes available. Fellowships are given based on individual merit and availability of funds.

The Fellowship total is $115,000 USD for one year and will be paid in two equal installments. Any costs in excess of $115,000 are the responsibility of the host institution.

Funds will be paid directly to the U.S., Canadian, or European institution that is hosting the LIFe recipient prior to the Fellowship start date and upon receipt of the signed Fellowship agreement and a copy of recipient's visa valid throughout the Fellowship period. The host institution will be responsible for the administrative and financial management of the Fellowship. Any funds not spent on the Fellowship will be returned to Conquer Cancer.

Eligibility Criteria

Applicants must meet the following criteria in order to qualify for the LIFe:

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.
2. Must be a physician (MD, DO, or international equivalent) who has completed a subspecialty training program (such as hematology-oncology fellowship or radiation oncology residency) or the equivalent.
3. Must be a citizen of a country categorized by the World Bank as Low-Income, Lower-Middle-Income, or Upper-Middle-Income (see Appendix A for the list of countries).
4. Must have less than 10 years of experience in the field of oncology.
5. Must **not** have received more than one year of training in the United States, Canada, or Europe (for instance, attended medical school, participated in internships, fellowships, research positions or residency programs).

6. Must commit to returning to their home country within one year following the completion of the Fellowship.
7. Must have a pre-existing relationship with a mentor who is a member of ASCO and is employed at a US, Canadian, or European institution with sufficient infrastructure ("Host Institution") to provide for a one-year fellowship. Applicants are expected to work closely with their mentor in the development of the research project and fellowship plan. The applicant should also work with the mentor to determine the appropriate institutional official required to review and approve the application submission.
8. Must **not already** be at the Host Institution at the time of application submission. This Fellowship cannot be used to extend an existing fellowship or program of work.

Please note that applicants who are selected to receive the LIFe will be required to:

1. Possess and keep current a valid passport issued by their country of citizenship;
2. Obtain a valid visa and provide evidence to Conquer Cancer of their visa status;
3. Comply with the requirements governing their stay in the host country; and
4. Maintain a legal visa status throughout the duration of the Fellowship.

LIFe recipients must have visa sponsorship for the full duration of the Fellowship. The Host Institution is responsible for documenting the recipient's legal eligibility to work in the host country. Funds will not be disbursed to the Host Institution without proof of a valid visa. Questions about sponsorship and acceptance of foreign nationals to a fellowship program, or visa application requirements, should be sent to the Host Institution. Conquer Cancer does not sponsor visas.

Conquer Cancer reserves the right to evaluate and determine an applicant's eligibility based on the information and justifications included in the application materials. Applicants are encouraged to refer to the Eligibility section of the FAQ or contact grants@conquer.org for questions.

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[1] 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,

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[1] AAMC definition of underrepresented in medicine.

and benefit from research across the spectrum, including clinical trials, health services research, and other types of research studies and methodologies.

Physician Payments Sunshine Act

The Physician Payments Sunshine Act, or "Sunshine Act", is part of the Patient Protection and Affordable Care Act (health care reform) that passed in 2010.The law is designed to bring transparency to financial relationships between physicians, teaching hospitals, and healthcare companies. More information about the Sunshine Act can be found at https://www.asco.org/practice-policy/policy-issues-statements/asco-in-action/physician-payment-sunshine-act-additional.

The Sunshine Act requires manufacturers of pharmaceutical drugs and devices, as well as group purchasing organizations, to report payments or transfers of value made to CMS-designated teaching hospitals and U.S. licensed physicians. (Please see the following excerpt from the Sunshine Act Final Rule that defines physician according to this law. If there are any questions regarding reportability, please talk with your institution. "As required by section 1128G(e)(11) of the Act, we proposed to define ''physician'' as having the meaning set forth in section 1861(r) of the Act, which includes doctors of medicine and osteopathy, dentists, podiatrists, optometrists, and chiropractors, who are legally authorized to practice by the State in which they practice.") Reports are made to the Centers for Medicare and Medicaid Services (CMS), a government agency.

Conquer Cancer understands that payments made through this award may be reportable under the Sunshine Act as indirect payments or transfers of value because these awards are funded by companies that are considered manufacturers of pharmaceutical drugs and devices and/or group purchasing organizations.

Conquer Cancer has entered into agreements with the supporters of this award that require that Conquer Cancer provide reportable information under the Sunshine Act. **U.S.-LICENSED PHYSICIANS OR CMS-DESIGNATED TEACHING HOSPITALS WHO ARE PARTICIPANTS IN LONG-TERM INTERNATIONAL FELLOWSHIPS MAY BE REPORTED ON THE CMS OPEN PAYMENTS WEBSITE AS HAVING RECEIVED PAYMENTS OR TRANSFERS OF VALUE FROM MANUFACTURERS OF PHARMACEUTICAL DRUGS AND/OR DEVICES.** If there are any questions about reporting due to the Sunshine Act, please contact Gray Ladd, Associate Director, Business Operations and Compliance, at 571-483-1700 or operations@conquer.org.

Disclaimer: The information on this section is not intended to provide legal advice. For legal advice concerning the Sunshine Act, the applicant must consult their institution or legal counsel.

For more information, see Terms and Conditions located in Appendix B.

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

The award of the LIFe 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 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 A.

Peer Review of Applications

Applications are reviewed for completeness, and selection is made by the Conquer Cancer LIFe Subcommittee, which may consist of current and/or former members of Conquer Cancer Grants Selection Committee and ASCO's International Affairs Committee.

Selection will be made using the following criteria:

1.) Research Project
   a. Does the applicant propose an applicable, achievable, and publishable research project.
   b. Does the application clearly describe the methodology and approaches that will achieve the aims. Are alternative approaches described where relevant?

  c.   Does the application clearly describe the impact of the research project on patients and oncology care?

  d.   Does the host demonstrate a strong academic and professional status and a background in the area of fellowship research focus? Will they provide appropriate supervision to the applicant over the course of the fellowship and research project.

2.) Career Development and Mentorship

  a.   High level of oncologic need in applicant's home country.

  b.   Strong merit and potential of applicant including clinical training, board certification, scholarly activity, and limited training (less than one academic year) in the U.S., Canada, or the European Union.

  c.   Fellowship plan which includes didactic opportunities (tumor board, research meetings) and clinical shadowing experience.

  d.   Strength of the mentor and their commitment to the success of the applicant, research project, and fellowship plan.

  e.   Potential of the applicant, through their fellowship training and research experience, to become a leader in oncology care in their home country.

  f.   A host institution with applicable academic focus, accreditation, and an active clinical fellowship program.

3.) Feasibility and Timeline

  a.   Are the anticipated outcomes clearly described? Are appropriate milestones defined?

  b.   Does the application clearly describe which outcomes are achievable during the 1-year fellowship, and which may be completed afterwards?

  c.   Is there evidence of support from the home institution including ability to assist the applicant with implementing the results of the research project and to continue researching in the area of interest.

Key Dates

Online Applications Open:	**July 1, 2023**
Full Applications Due:	**January 31, 2024 (11:59 PM ET)**
Award Notification Date:	**April 2024**
Grant Term:	**July 1, 2024 – June 30, 2025***

Requests for alternate start dates will be reviewed on a case-by-case basis.

Application Changes

The applicant must notify Conquer Cancer immediately by sending an email to grants@conquer.org if any of the following condition applies from application submission through award notification:

1. <u>Withdrawal of Application</u>. Send an email to 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 applicant's name, the title of the proposal, and the reason for withdrawing the application.

2. <u>Change of Institution or Position</u>. The applicant has a career plan change, leaves their current position in their home institution, 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. <u>Mentor Change of Institution</u>**.** The applicant's mentor leaves their current position or institution.

4. <u>Change in Proposal (Scope, Budget, etc.)</u>. The applicant has significant changes in the submitted proposal affecting the scope, budget, etc. If Conquer Cancer is notified of the change in proposal after the applicant is notified of an award, Conquer Cancer has the right in its sole discretion to withdraw the award.

Award Notification

Applicants can expect to be notified in April 2024 via email from awards@mail.asco.org. To ensure receipt of notifications from the application portal, it is highly recommended to include 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.

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

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. 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 full application must be submitted by **11:59 PM ET on January 31, 2024.** 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.

Application Guide

Sections of the full application 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. Budget (required)
4. Applicant's Biosketch (required)
5. Personal Statement (required)
6. Mentor Recommendation (required) – Mentor at Host Institution
    a. Mentor Biosketch (required)
    b. Fellowship Description from Mentor (required)
    c. Mentor Letter of Support (required)
7. Letter of Recommendation from the Home Institution (required)
8. Publications (optional, maximum of two publications)
9. Institutional Approval from Host Institution (required)
10. Review and Submit (required)

Applicants are encouraged to visit the Application Resources on asco.org and to refer to the FAQ.

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. 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):
   - Research Project Title (250 characters maximum): Provide a short descriptive title of the research project.
   - Research Project 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.
   - 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.
   - Research Classification: Select a category that relates to the research project. The list has six broad categories of scientific interest in cancer research.

- <u>Type of Research</u>: 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.
- <u>Assurances</u>:
  - <u>Animal Use</u>. 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.
  - <u>Human Subjects</u>. 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.
- <u>Use of Drug(s):</u> 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.
- <u>How many mentors do you have?</u>
  - Select "1" from the drop down list.
  - Indicate if the mentor is an ASCO member (the mentor must be an ASCO member).
- After completing this form, click **"Mark as Complete"**.

3. **<u>Research Project Description (required)</u>**

Provide a concise description of your proposed research project, limited to 3 pages. Images and figures may be included in this page limit. The document must include the following sections:

- <u>Rationale, Hypothesis, and Specific Aims:</u> Briefly describe the background and rational for the research project, the hypothesis, and specific aims to address the hypothesis.
- <u>Approach:</u> Please describe the methodology and research strategies that will be employed to complete the research project.
- <u>Anticipated Outcomes and Timeline:</u> Please describe the anticipated outcomes of the project, including when they will be completed. Please specify which outcomes will be achieved during the 1-year fellowship, and which may be completed after the fellowship (including plans for how they will be completed). If applicable, describe what will be (or as been) done prior to the start of the Fellowship (for example collection of blood samples to be assayed during the fellowship).
- <u>Research Mentorship Plan:</u> Please describe how your mentor(s) will be involved in the research project, including both research contributions and training. In addition, please describe plans to continue the mentoring relationship after the end of the fellowship.

4. **Budget (required).** The Fellowship funds will be directed to the sponsoring institution and should be used towards salary support, research costs, travel, etc., which are necessary for the pursuit of the recipient's fellowship project.

The budget must be directly entered into the budget section of the online application. Budget justification for the entire period <u>must</u> 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. <u>Do not use a comma when entering budget amounts</u>.

Budget guidelines include:

- <u>Total Award:</u> The award total is $115,000 USD for one year, and will be paid in two equal installments, six months apart. Any costs in excess of this amount are the responsibility of the mentor's institution. The proposed budget must not exceed the total award amount.
- <u>Personnel Support:</u> Award funds in this category can only be budgeted for the applicant's salary and fringe benefits (for example, health insurance, life insurance, disability coverage, paid vacation time, paid holidays, retirement plans, etc.)
- <u>Research Support:</u> No more than $20,000 must be budgeted to research support. This includes supplies or equipment for the applicant's research project. Budgeted items must be consistent with available institutional facilities and resources.
- <u>Travel:</u> Funds should be allotted specifically for the Applicant's travel between their home country and the institution in the United States, Canada, or Europe where the Fellowship will be carried out, as well as travel expenses for attending Conquer Cancer's Grants and Awards Ceremony. The applicant may also wish to attend the Annual Meeting that is held the following year – this decision should be made jointly by the applicant and mentor.
- <u>Indirect Costs:</u> Up to $15,000 may be allocated for institutional overhead or Facilities and Administrative (F&A) costs.
- <u>Unallowable Expenses:</u> Funds may **NOT** be used to pay for ASCO Membership Fees, patient care costs that are reimbursable by a third-party payor, tuition and fees for certifications, courses or classes, or any costs that are not directly related to the research project.

The following is a SAMPLE budget. **Enter a detailed description or justification for each line item.**

Direct Costs	Amount in USD($)
Personnel (Salary + Fringe Benefits)	$75,000
Research	$20,000
Travel**	$5,000
Other Expenses	$0
Subtotal Direct Costs	**$100,000**

Indirect Costs

Institution Overhead	$15,000
Subtotal Indirect Costs	**$15,000**

TOTAL COST *(Direct Costs + Indirect Costs)*	**$115,000**

***Travel may be increased if the applicant wishes to attend two ASCO Annual Meetings – the meeting held before the fellowship begins + the meeting held the following year.*

NOTE: The budget TOTAL COST should not exceed $115,000.

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

5. **Applicant's Biosketch (required).** 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 complete the biosketch, please refer to these instructions. **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., 2024LIFe_Biosketch_Smith)*

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

6. **Personal Statement Form (required).** Enter answers to the following questions. Cutting and pasting from a Word document is allowed. Each response must not exceed 2,000 characters.

   - How do the activities proposed in your Fellowship and research project address a need in your home country? How will this Fellowship benefit your home institution and cancer care in your country? Describe any relevant infrastructure available in your institution.
   - Describe your relationship with your mentor, and why you have chosen them for the LIFe fellowship.
   - Briefly describe your background in the area of your proposed Fellowship.

Visit the Application Resources on asco.org. It includes a webinar recording on "*Developing a Strong Personal Statement and Biosketch*".

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

7. **Mentor Recommendation (required).**
   - To request a recommendation from the mentor:
     - Click "Request a Recommendation".
     - Enter the First name, Last name, Email address, and a brief message (optional) to the Mentor.
       - **IMPORTANT**: Make sure to use the email address associated with the mentor's ASCO user account, otherwise this recommendation will not be available to the mentor when they log in the system. If an incorrect email address is used, withdraw the request and create a new request using the correct email address.
     - Click "Send Request".
     - The mentor will receive an email with an invite to complete a recommendation in the Application Portal. This includes submitting their Biosketch and their Letter of Support for the applicant.
     - When the mentor clicks "Start" they will be asked if they wish to Accept or Decline the recommendation request from the applicant. Upon accepting, the mentor will be able to complete and submit their recommendation.
     - The applicant will be notified by email when the mentor makes a decision to Accept or Decline the recommendation.
   - To resend or withdraw the request, click the ellipsis (…) near the mentor's name and email and select the appropriate option from the drop-down list as shown below.
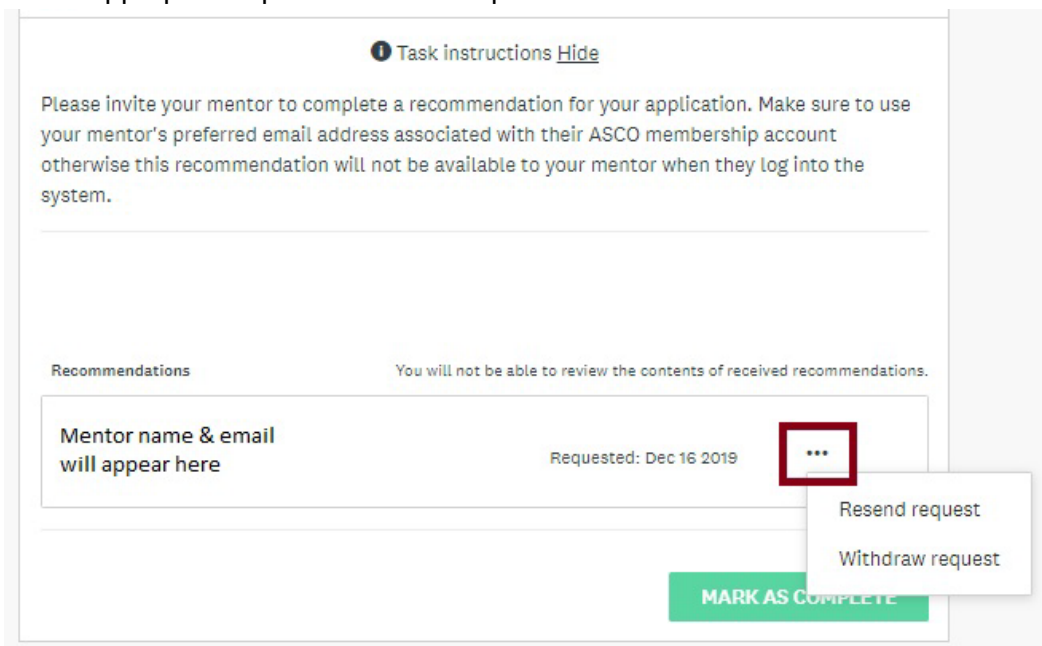
   - **IMPORTANT**: The mentor must complete their task and click "Submit" prior to the application deadline. The applicant will not be able to submit the application until these tasks are submitted. Once the mentor has submitted their documents, return to this task and click **"Mark as Complete"**.

Visit the [Application Resources](#) on asco.org. It includes a webinar recording on "*Choosing a Mentor and Obtaining Letters of Support*".

Mentor must submit the following:

- Mentor's Biosketch. The mentor must use the NIH biosketch [template](#) with an expiration date of 09/30/2024. The biosketch must not exceed five (5) pages. To complete the biosketch, please refer to these [instructions](#).
- Fellowship Description. The mentor must provide a description of the proposed Fellowship (one page maximum). This document should:
  - Describe the educational opportunities to be provided (for example, opportunities for clinical shadowing, attending tumor boards or research meetings, or other educational opportunities);
  - Explain how the research project will benefit the applicant and their home country; and
  - Describe the Host Institution and its accreditations and why it is a good learning environment for the applicant.
- Letter of Support. The mentor should upload a signed letter of support on official letterhead detailing how long they have known the applicant, in what capacity, and why they support the application. The letter should reflect their commitment to the success of the applicant, research project, and fellowship plan. If a mentor has previously collaborated with the applicant or has plans to visit the applicant's home country, this should also be detailed in the letter.

By submitting these required documents, the mentor agrees to the following:

- Mentor understands that Conquer Cancer's financial commitments are final, and that their institution is responsible for any and all excess costs.
- Mentor agrees to return to Conquer Cancer any unused portion of funding at the end of the Fellowship period or due to early termination of the Fellowship. Any renewal of the Fellowship for an additional year will be at the joint wishes of the host and recipient, and at no cost to Conquer Cancer.
- Mentor declares that their institution will be responsible for all logistical arrangements, including necessary paperwork; travel arrangements; assisting the recipient in securing safe, affordable housing; and all other matters.
- Mentor will ensure that the recipient attends the ASCO Annual Meeting that occurs during the Fellowship term.

The applicant will be notified when the mentor submits a recommendation. The mentor must click "**Submit**" at the bottom of the page to trigger the email. The applicant will not be able to view the documents submitted by the mentor.

8. **Letter of Recommendation from Home Institution (required).** Applicants are required to upload a Letter of Recommendation completed by the applicant's supervisor, Department Chair, or Institution Director from their home country institution. The letter must be signed, on official letterhead, and should include the following three elements:

- Explicit support for the applicant's participation in the Fellowship.
- A description of how the applicant's proposed research project will impact the institution.
- A commitment to the applicant's future employment at the institution following the completion of the Fellowship.

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]_HomeInstitutionLOS_[Last name] (e.g., 2024LIFe_HomeInstitutionLOS_Smith)*

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

9. **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., 2024LIFe_Publication 1_Smith)*

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

10. **Institution Approval (required).** The completed application (both the fellowship proposal and the budget) must be reviewed and approved by an Authorized Official ("Institution Approver") representing the Host Institution by completing the "LIFe Institution Approval" task. This Authorized Official is typically from the Host Institution's Office of Sponsored Research. **This task _may not_ be completed by the applicant, mentor, department chair or anyone from the applicant's home institution. Applicants must work with their mentor to determine the appropriate Authorized Official at the Host Institution who should review and approve the application in the Application Portal.**

    - 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"**.

11. **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) 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.

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)
- ☐ Budget (required)
- ☐ Applicant's Biosketch (required)
- ☐ Personal Statement (required)
- ☐ Mentor Recommendation (required) - Mentor at Host Institution
  - ○ Mentor Biosketch (required)
  - ○ Fellowship Description from from Mentor (required)
  - ○ Mentor Letter of Support (required)
- ☐ Letter of Recommendation from the Home Institution (required)
- ☐ Publications (optional, maximum of two publications)
- ☐ Institutional Approval from Host Institution (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.

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.
- ZAMBIA

Lower Middle-Income Countries

- ALGERIA
- ANGOLA
- BANGLADESH
- 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
- LEBANON
- 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
- ZIMBABWE

Upper Middle-Income Countries

- ALBANIA
- AMERICAN SAMOA
- ARGENTINA
- ARMENIA
- AZERBAIJAN
- BELARUS
- BELIZE
- 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
- PALAU
- PARAGUAY
- PERU
- RUSSIAN FEDERATION
- SERBIA
- SOUTH AFRICA
- ST. LUCIA
- ST. VINCENT AND THE GRENADINES
- SURINAME
- THAILAND
- TONGA
- TURKEY
- TURKMENISTAN
- TUVALU

Appendix B. Terms & Conditions

Each applicant selected to receive a LIFe, and his or her Sponsoring Institution, must execute a separate Terms and Conditions document with Conquer Cancer in order to receive a LIFe. This section of the RFP sets forth selected provisions of the Terms and Conditions that the applicant and his or her Sponsoring Institution should review carefully before submitting an application for a LIFe. 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 Sponsoring Institution.

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 Sponsoring Institution, including with respect to Sponsoring Institution's conflict of interest policies and procedures. To the extent policies of the Sponsoring Institution conflict with these Terms and Conditions, these Terms and Conditions will prevail.

(2) The Recipient will provide copies of documentation of Institutional Review Board approval for human research subjects to Conquer Cancer prior to commencing research on human subjects, if applicable.

(3) The Recipient will provide copies of documentation of Institutional Animal Care and Use Committee approval or international animal welfare board equivalent to Conquer Cancer prior to commencing research on animal subjects, if applicable.

Funds: Payment and Use

(4) The Fellowship total is $115,000 paid in two installments of $57,500, on or about July 1, 2024, and January 1, 2025, subject to compliance by Recipient, Mentor, and Sponsoring Institution with these Terms and Conditions. The Fellowship funds will be paid to the Sponsoring Institution.

(5) Budget Guidelines: No more than $60,000 will be used for salary and $15,000 for benefits relating to the Recipient; no more than $20,000 will be applied to support the Research Project; no more than $15,000 will be applied to overhead and indirect costs of the Sponsoring Institution in administering the Fellowship; and no more than $5,000 will be used to cover the Recipient's travel expenses (specifically for the Recipient's travel between their home country and the Sponsoring Institution, as well as travel expenses for attending the Conquer Cancer Grants and Awards Ceremony). Any costs in excess of $115,000 are the responsibility of the Sponsoring Institution.

(6) Fellowship funds will not be used for expenditures incurred prior to the first day of the Fellowship Period (except for expenses related to travel to the Conquer Cancer Grants and Awards Ceremony) or after the last day of the Fellowship Period. No additional expenses may be paid from Fellowship funds after the earlier of Conquer Cancer's receipt of the Recipient's final expenditure report or the return of any unexpended funds to Conquer Cancer, which must be provided in accordance with specific paragraphs in the full Terms and Conditions.

(7) At the end of the Fellowship Period, any unexpended funds and any funds expended inconsistent with the budget guidelines will be returned to Conquer Cancer.

Renewal of Fellowship

(8) Any renewal of the fellowship will be at the joint wishes of the Recipient, Mentor, and the Sponsoring Institution and at no cost to Conquer Cancer. Any such renewal will be for a period of no longer than one (1) year following conclusion of the Fellowship Period. Immediately upon conclusion of any such renewal, Recipient shall fulfill their obligation to return to their Home Country in accordance with these Terms and Conditions. During any such renewal period, Recipient shall provide reports to Conquer Cancer every ninety (90) days regarding the status of their renewal and plans to return to their Home Country. The Recipient will notify Conquer Cancer of the renewal by submitting a request through the application portal no earlier than (90) days prior to the expiration of the Fellowship Period.

Changes in Research Focus

(9) 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.

(10) Major changes in research design require the prior written approval of Conquer Cancer. A request will be submitted by the Recipient 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.

(11) Minor changes in research methodology are not subject to prior approval by Conquer Cancer, but must be explained and justified by the Recipient in the semi-annual progress report.

Institution Transfer

(12) The Recipient may apply to transfer the Fellowship to another institution along with transfer of the Mentor. The Recipient and Mentor will submit a request through the application portal to transfer the Fellowship to the new institution no earlier than 90 days before the anticipated date of transfer. Subject to Conquer Cancer's written approval and in Conquer Cancer's sole discretion, the Fellowship may be transferred provided arrangements satisfactory to Conquer Cancer are implemented to continue the Fellowship. Any transfer must be approved in writing by Conquer Cancer before any such transfer takes place. Upon approval of a transfer of the Fellowship to a new institution, the Sponsoring Institution will return any unexpended funds and any funds expended inconsistent with the budget guidelines to Conquer Cancer. The new institution will agree in writing to comply with these Terms and Conditions. Conquer Cancer will make arrangements to provide remaining Fellowship funds to the new institution.

Change of Mentor

(13) If the Mentor becomes unable to continue the supervision of the Recipient's training, a replacement may be named by the Sponsoring Institution pending the prior approval by Conquer Cancer.

Program Reporting

(14) Every six months during the Fellowship Period, the Recipient will submit expenditure reports and progress reports through the application portal. It is the responsibility of the Recipient to submit the reports in a timely manner. Conquer Cancer may contact appropriate persons connected to the Fellowship to ensure the progress reports and expenditure reports are received as required. Recipient and Sponsoring Institution will comply with the then-current procedures of Conquer Cancer regarding submission of progress and expenditure reports.

(15) Noncompliance with any of these Terms and Conditions, including the failure to submit progress or expenditure reports, may result in the withholding of payment on this Fellowship 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.

(16) Any unobligated balance must be returned in full to Conquer Cancer along with the final expenditure report. The check should be made payable to the "Conquer Cancer, the ASCO Foundation."

Post-Fellowship Reporting Obligation

(17) The Recipient is required to submit post-Fellowship reports following the completion of the Fellowship Period. Conquer Cancer will provide detailed instructions for completing the report. It is the responsibility of the Recipient to submit the report in a timely manner.

(18) The Recipient will respond to Conquer Cancer's requests for information on their 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.

(19) Conquer Cancer reserves the right to include information relating to the Fellowship 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.

Provision of Information to the Funder

(20)   The Recipient acknowledges, and agrees, and consents to Conquer Cancer providing that their current and future contact information may be provided to the Funder.

(21)   The Recipient acknowledges, and agrees, and consents to Conquer Cancer providing that progress and expenditure reports and copies of press releases relating to the Award Fellowship or the Research Project may be provided to the Funder.

Physician Payments Sunshine Act

(22)   The Physician Payments Sunshine Act, or "Sunshine Act", is part of the Patient Protection and Affordable Care Act (health care reform) that passed in 2010.The law is designed to bring transparency to financial relationships between physicians, teaching hospitals, and healthcare companies. More information about the Sunshine Act can be found at https://www.asco.org/practice-policy/policy-issues-statements/asco-in-action/physician-payment-sunshine-act-additional. The Sunshine Act requires manufacturers of pharmaceutical drugs and devices, as well as group purchasing organizations, to report payments or transfers of value made to teaching hospitals and U.S. licensed physicians. (Please see the following excerpt from the Sunshine Act Final Rule that defines physician according to this law. If there are any questions regarding reportability, please talk with your institution. "As required by section 1128G(e)(11) of the Act, we proposed to define ''physician'' as having the meaning set forth in section 1861(r) of the Act, which includes doctors of medicine and osteopathy, dentists, podiatrists, optometrists, and chiropractors, who are legally authorized to practice by the State in which they practice.") Reports are made to the Centers for Medicare and Medicaid Services (CMS), a government agency. Conquer Cancer understands that payments made through the Conquer Cancer Long-term International Fellowship may be reportable under the Sunshine Act as indirect payments or transfers of value because these awards are funded by companies that are considered manufacturers of pharmaceutical drugs and devices and/or group purchasing organizations. Conquer Cancer has entered into agreements with the supporters of the Conquer Cancer Long-term International Fellowship that require that Conquer Cancer provide reportable information under the Sunshine Act. Conquer Cancer's understanding is that payments made to the Recipient of the Conquer Cancer Long-term International Fellowship may be reportable as research grants under the Sunshine Act.

(23)   The Sunshine Act requires that all reportable payments or transfers made starting August 1, 2013 be reported to CMS. To assist Conquer Cancer in complying with its reporting obligations to its supporters, the Recipient agrees to provide information to Conquer Cancer, including: State of License; State License Number; and, National Provider Identifier (NPI) Number. Recipient must submit the information through the application portal by the due date specified.

(24)   The information in this Terms and Conditions is not intended to provide legal advice to Recipient and Sponsoring Institution regarding the Sunshine Act. Recipient and Sponsoring institution should consult their own counsel with questions regarding the Sunshine Act.

Publications and Other Public Release of Results

(25)   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 and Funder (see Public Announcements and Acknowledgment).

Public Announcements and Acknowledgments

(26)   The Recipient and the Sponsoring institution will acknowledge the support of Conquer Cancer in all publications and presentations of the research funded by the Fellowship. The Recipient understands that all abstracts, publications, and presentations resulting from research supported by the Fellowship will contain the acknowledgment, "This work was funded by a Conquer Cancer Long-term International Fellowship, supported by the Funder. 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®, Conquer Cancer® or Funder."

Intellectual Property Rights

(27)   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 Fellowship. Conquer Cancer encourages its recipients and their sponsor institutions 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**

- *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 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 "Long-term International Fellowship", 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.

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 <u>should not be password protected.</u>
- 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.
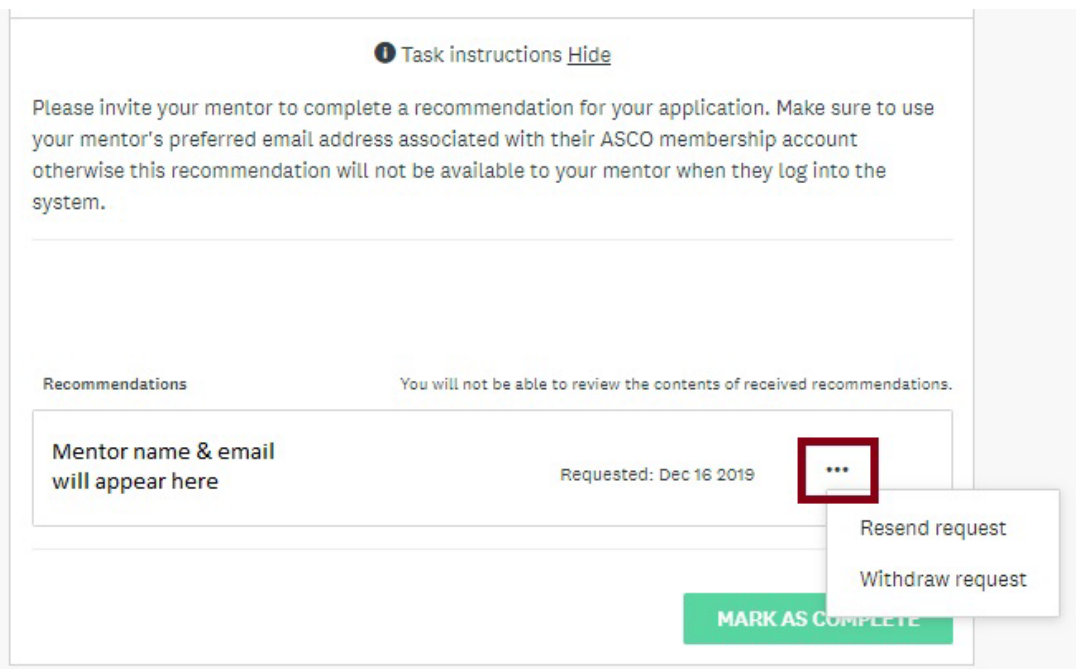
Receiving Notifications

Add awards@mail.asco.org and 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 for additional assistance.