

2023 CONQUER CANCER – BREAST CANCER RESEARCH FOUNDATION® CAREER DEVELOPMENT AWARD (CDA) FOR DIVERSITY AND INCLUSION IN BREAST CANCER RESEARCH

REQUEST FOR PROPOSALS

Last Updated: July 21, 2022

Application Deadline: March 13, 2023

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

About Conquer Cancer

Conquer Cancer funds research for every cancer, every patient, everywhere. Since 1984, its Grants & Awards program has awarded more than \$158 million through more than 2,600 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 – Breast Cancer Research Foundation Career Development Award (CDA) for Diversity and Inclusion in Breast Cancer Research** is designed with the primary goal of increasing diversity in the oncology workforce and cancer research. This CDA will provide funding to clinical investigators who have received their initial faculty appointment and identify as members of racial and/or ethnic groups traditionally excluded in academic medicine and biomedical research. The CDA is a mentored award and the research project must be conducted under the guidance of a scientific mentor. Applications are accepted from U.S. and international applicants.

Increasing diversity and inclusion in the oncology and academic research workforce is vital to ensuring that all researchers who wish to contribute to cancer research are able to do so. Currently, multiple systemic barriers contribute to a research enterprise in which just 2.4 percent of academic faculty in the life sciences are Black or African American, 5 percent are Hispanic or Latino, and individuals who are American Indian or Alaska Native, and Native Hawaiian or other Pacific Islander, are also represented at rates that fall well below their respective populations in the United States. BCRF and ASCO are committed to helping diverse researchers advance in their careers through direct funding.

The lack of representation in cancer research also contributes to a pernicious reality for Black patients with breast cancer in the United States. While overall breast cancer mortality rates declined by 40 percent over the last 30 years, these improvements are not distributed equitably, and African American patients are 40 percent more likely to die from their disease than white patients. The reasons for this disparity are complex and multifactorial, with medical racism and a lack of diversity in the oncology workforce playing major roles.

The Breast Cancer Research Foundation® (BCRF) is a nonprofit organization committed to achieving prevention and a cure for breast cancer. BCRF is committed to diversity, equity and inclusion, and has signed the [Tigerlily Diversity and Inclusion Pledge for Women of Color](#). More specifically, BCRF is actively working to: increase diversity within its organization at all levels, from staff and leadership to scientists funded; improve diversity in clinical trials; continue to maintain—and expand—a robust research portfolio that attacks racial disparities in breast cancer outcomes and care from all angles.

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 medicine¹ 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,

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.

Funding Available

The total award amount is **\$200,000 over three years**, payable in annual increments of \$66,666. Conquer Cancer has funding for one CDA for Diversity and Inclusion in Breast Cancer Research which will be awarded to the most meritorious application evaluated for this competition. Additional awards may be awarded as funding becomes available.

Eligibility Criteria

Applicants must meet the following criteria for the CDA for Diversity and Inclusion in Breast Cancer Research:

- Self-identify as a member of a racial and/or ethnic group traditionally excluded in academic medicine according to the AAMC definition (include but are not limited to: American Indian/Alaska Native, Black/African American, Hispanic/Latino, and Native Hawaiian/Other Pacific Islander). Individual demographic information will be requested upon application.
 - For international applicants, it is recognized that underrepresentation can vary from setting to setting and individuals from racial or ethnic groups that are demonstrated to be traditionally excluded by their institution but not listed above are also eligible to apply for this program.
 - It is also recognized that there are other populations who might be underrepresented but are not currently designated as such by the federal government and other organizations. Applicants are welcome to inquire by sending an email to grants@conquer.org and they will be considered on a case-by-case basis.
- Be in the first to third year of a full-time primary faculty appointment in a clinical department at an academic medical institution at the time of grant submission. Application must be submitted before the applicant has had three full years as faculty. Faculty appointment may begin with the entry-level faculty position within the applicant's institution (i.e., Instructor/Lecturer, Assistant Professor, Assistant Member). If there are questions regarding whether the potential applicant is at the correct career stage, send an email to grants@conquer.org for clarification and eligibility verification.
- Have a valid, active medical license in the country where the research will be conducted at the time of application.
- Have completed productive postdoctoral research and demonstrated the ability to undertake independent investigator-initiated clinical research.
- 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.
- Be able to commit more than 50% of full-time effort in research (applies to total research, not just the proposed project) during the award period.

- Have a mentor from the sponsoring institution who must provide a letter of support. If the mentor is not an ASCO Member, a supporting letter from an ASCO Member from the sponsoring institution must be included.
- Eligible applicants are allowed to hold only one active grant from Conquer Cancer at a time.
- Be up-to-date and in compliance with all requirements (e.g., progress reports, final reports, budget summaries, IRB approvals, etc.) of any past grants received from Conquer Cancer.
- Applicants with concurrent federal career development awards (e.g., K23, K08, or any other type of career development award) and institutional training grants (T32, KL2/K12 or equivalent) are eligible to apply provided there are no scientific and budgetary overlaps.
- Applicants may not concurrently hold other career development awards from private foundations during the CDA-supported project term. Examples include but are not limited to:
 - American Association for Cancer Research – Career Development Award
 - American Cancer Society – Mentored Research Grant
 - Damon Runyon Cancer Research Foundation – Clinical Investigator Award
 - Doris Duke Charitable Foundation – Clinical Scientist Development AwardConquer Cancer must be informed when a CDA recipient receives other career development awards during the term of the CDA and reserves the right to determine that the CDA may not be held concurrent with other funding.
- Past recipients of training fellowships (e.g., Young Investigator Award or an F32 grant) are eligible to apply.
- Applicants should not have been a Principal Investigator on any large project grants (e.g., R01 or international equivalent).

If there are questions regarding eligibility associated with previous and current grants received, applicants are encouraged to send an email to grants@conquer.org for clarification.

There are no citizenship or geographic requirements. However, by submitting an application, an applicant applying from an institution located in a country in which they are not a citizen or a permanent resident assures that the visa status will provide sufficient time to complete the project and grant term at the institution from which they applied.

The Conquer Cancer Diversity and Inclusion in Breast Cancer Research Subcommittee reserves the right to evaluate and determine an applicant's eligibility based on the information and justifications included in the application materials. Applicants who are uncertain about their eligibility are encouraged to refer to the Eligibility section of the [FAQ](#) or contact grants@conquer.org for clarification and provide their latest CV for evaluation.

Conquer Cancer has a separate CDA competition for all other disease areas and topics, open to all eligible applicants. Please review the [CDA](#) page before starting an application. An applicant may only submit one application for a Career Development Award.

Individuals may concurrently apply for other BCRF-sponsored grants with other funding agencies; however, applicants are expected to accept the first grant they are awarded. Individuals may not hold more than one BCRF-sponsored grant simultaneously.

Research Project Criteria

This CDA is intended to support outstanding physician-scientists from communities traditionally excluded in academic medicine and biomedical research during their early years of a faculty appointment as they as they work to establish an independent clinical breast cancer research program. ASCO's definition of clinical research is "hypothesis-driven research that employs measurements in whole patients or normal human subjects, in conjunction with laboratory measurements as appropriate, on the subjects of clinical biology, natural history, prevention, screening, diagnosis, therapy, or epidemiology of neoplastic disease" (*Journal of Clinical Oncology*, Vol. 14, No. 2, 1996 pp. 666-670). Proposals must have a patient-oriented focus including a clinical research study involving human subjects. Proposals with a predominant focus on in vitro or animal studies (even if clinically relevant) are not allowed. Project proposals should have measurable outcomes during the three-year grant period.

CDA proposals must ensure that the research reflects the needs of patients with breast cancer and must be developed with the participation of a patient advocate. Please refer to page 15 of this RFP for additional information about engaging a patient advocate in the CDA project.

Peer Review of Applications

The applications are reviewed by the Conquer Cancer Diversity and Inclusion in Breast Cancer Research Subcommittee using a multi-stage review process. Each application is assigned to at least two committee members who are leaders in their areas of expertise for independent and confidential review. **Applications that reach the final stage are also reviewed by a biostatistician and a patient advocate.**

The Conquer Cancer Diversity and Inclusion in Breast Cancer Research Subcommittee will select the recipient based on the following criteria using the NIH scoring scale of 1-9.

Primary Criteria:

- Potential for the applicant to pursue an academic clinical oncology career (~35%)
 - Prior research experience and accomplishments of the applicant during research training
 - Potential favorable impact on career development of the applicant
- Strength of the hypothesis-driven proposal with a clinical research focus (~35%)
 - A focus on patient-oriented clinical investigation (including an appropriate and detailed plan for advancing patient-focused research)
 - Significance and originality of the proposed study and hypothesis
 - Appropriate and detailed statistical analysis plan
 - Appropriateness, feasibility, and adequacy of the proposed experimental design and methodology

Secondary Criteria:

- Strength of the mentor in supporting the applicant's proposal and in facilitating the applicant's career development (~20%)
 - Quality of the mentor and the plan for mentoring interactions with applicant

- Availability of institutional resources to support the proposed project (~10%)

Key Dates

Full Applications Due: **March 13, 2023 (11:59 PM ET)**
Post Submission Materials Due*: **March 23, 2023 (11:59 PM ET)**
Award Notification: **May 2023**
Award Term: **July 1, 2023 – June 30, 2026**

** Supplemental proposal materials that will be accepted post-submission include proof of receipt of drug from a company, IRB approval, and updates to publications initially submitted. Updates to publications only applies to the news of an article accepted for publication since submission of the grant application. Post Submission Materials must be submitted by email to grants@conquer.org.*

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

The award of the ACRA 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 A.

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. Withdrawal of Application. 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. Change of Institution or Position. The applicant has a career plan change, leaves their current position in the institution, or is unable to meet the eligibility requirements of this RFP. If the applicant is selected to receive a CDA, Conquer Cancer has the right in its sole discretion to withdraw the award.
3. Mentor or Co-Mentor Change of Institution. The applicant's mentor or co-mentor leaves their current position or institution.
4. Change in Proposal (Scope, Timeline, Budget, etc.). The applicant 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 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 May 2023 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 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 March 13, 2023**. No late applications will be accepted. Please note that technical assistance is only available until 5:00 PM ET on March 13th.

Any updated supporting documentation (e.g., a letter from a drug company that they will provide the investigational drug, a letter of collaboration from another laboratory providing expertise for this project, a letter of support for a collaboration, etc.) must be sent to grants@conquer.org no later than COB on **March 23, 2023**. Please note that these documents are optional, and only updates to documents submitted by the March 13th deadline will be accepted.

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

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. Research Strategy (required, 6 pages maximum)
4. Biostatistical Plan (required, 1 page maximum)
5. Cited References (required)
6. Patient Advocate Form (required)
7. Budget (required)
8. Project Timeline Form (required)
9. Resubmission Documentation (required if application is a resubmission, 1 page maximum)
10. Personal Statement Form (required)
11. Applicant's Biosketch (required, 5 pages maximum)
12. Mentor & Sponsor Invites (required)
 - a. Mentor(s) Biosketch and Letter of Support (required)
 - b. Sponsor Biosketch and Letter of Support (required if mentor is not an ASCO member)
13. Mentorship Plan (required, 2 pages maximum)
14. Institutional Letter of Support from Department Chair or Dean (required)
15. Clinical Protocol (optional) – strongly encouraged
16. Publication Form (optional) – maximum of two publications
17. Additional Supporting Documentation (required)
 - a. Letter of biostatistical support (required)
 - b. Letter of support from patient advocate (required)
18. Institutional Approval (required)
19. 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. **Please 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
 - Race and Ethnicity (this field is not visible in the application portal; *applicant should self-identify race/ethnicity in your ASCO membership profile*)
 - 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.
 - **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 an 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 the goals of 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), the research

approach, and 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.
- **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.
- **How many mentors do you have?**
 - Select the number of mentors the applicant has.
 - Indicate if the mentor is an ASCO member (if mentor is not an ASCO member, the applicant will be required to invite a Sponsor, who must be an ASCO member).
 - NOTE: It is important to enter the correct information, as it will affect which forms are required to be completed in the application. The invite task for a second mentor or sponsor (if applicable) will be available in the application once the Project Information task has been marked as complete.
- After completing this form, click "**Mark as Complete**".

3. **Research Strategy (required)**. The research strategy is limited to six (6) typewritten, single-spaced pages, with one-inch margins and using an 11-point Arial font type. ALL pertinent tables, pictures, and graphs MUST be included within the 6-page limit. If the document uploaded exceeds the page limit, Conquer Cancer will return the application.

The Research Strategy must contain the following information:

- i. Significance and Background:
 - A. Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
 - B. Explain how the proposed project will improve scientific knowledge, technical capability, and/or critical practice in one or more broad fields.
 - C. Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will change if the proposed aims are achieved.
- ii. Innovation:
 - A. Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
 - B. Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.
 - C. Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.
- iii. Approach:
 - A. Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate. Describe the rationale for how the exclusionary criteria for enrolling patients was designed. When patients are involved, the precautions to ensure patient safety and confidentiality, and the relevance or implications for patient care should be explained.
 - B. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
 - C. If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high-risk aspects of the proposed work. Appropriate detail and/or documentation in the Supporting Documentation section must be included to assure a reviewer that the applicant's project is feasible in the timeframe of the grant. Examples include: a letter confirming access to an experimental therapy or an approval letter from a CTEP or a cooperative group. NOTE: Applicants may send supporting letters regarding feasibility (e.g., proof of receipt of drug from a company, IRB approval, etc.) to grants@conquer.org until **March 23, 2023**.
 - D. Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.
 - E. Clearly state the applicant's role in the project (e.g., writing of protocol, performing the assays, etc.)
 - F. List and describe the facilities and resources available to conduct the study, including a description of industry support for any clinical trials.

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., 2023CDA_ResearchStrategy_Smith)*

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

4. **Biostatistical Plan (required)**. Applications will be reviewed and scored by a biostatistical reviewer for statistical rigor. A detailed statistical plan is required for all applications. The plan is limited to one (1) typewritten, single-spaced page with one-inch margins and 11-point Arial font type. References, if any for this section, can be indicated here and provided with other cited references for the proposal to be within one page limit. **If the document uploaded exceeds the page limit, Conquer Cancer will return the application.**

All studies whether clinical, in-vivo or laboratory-based in vitro research proposals should include the primary objective/hypothesis and endpoint of the study (with clear definition), description of experimental design and study groups that will be compared, justification of the proposed study sample size, detailed procedures for data analysis, and any other appropriate statistical details that describe the summary measures that will be used to meet the objectives of the study. An appropriate sample size justification should include all parameters and assumptions required for the computation of the sample size (including key references if novel methods used, and sufficient to allow replication): the effect size, power and type I error rates for each aim where applicable. If Bayesian approaches are used, prior assumptions and operating characteristics should be provided. When relevant to the project, the plan should state the median follow-up, prevalence of mutations in a given population, accrual rate, or number of events for a time-to-event outcome

The applicant is required to closely work with the collaborating biostatistician and or bioinformatician if applicable in developing the research strategy and during the conduct of the research project The applicant is required to upload a Letter of Support from a biostatistician and/or bioinformatician if applicable, under the Additional Supporting Documentation section. The letter from the collaborating biostatistician should clearly state a mentoring plan to help with the design of the study, data analysis and interpretation of findings. The letter should also mention the resources that will be provided to ensure the statistical rigor and feasibility of the proposed project.

Visit the [Application Resources](#) on asco.org. It includes a webinar recording on “Working with a Biostatistician.”

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]_BiostatisticalPlan_[Last name]* (e.g., *2023CDA_BiostatisticalPlan_Smith*).

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

5. **Cited References (required)**. Upload a bibliography of any references cited in the Research Plan. 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., 2023CDA_CitedReferences_Smith)

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

6. **Patient Advocate Form (required)**. Applications will be reviewed by a patient advocate. The patient advocate will assess how well the applicant explains how the proposed project could impact patients. The responses on this form must be written in a way that it is understood by people who do not have scientific or medical backgrounds. Clinical studies must be well-designed and ethical, minimizing patient burdens, and reflect the needs of and advances in meaningful outcomes for patients.

The applicant is required to work and communicate with a patient advocate early during the development of the project and the application. This will help to ensure that the proposed research is relevant to patients and addresses their needs efficiently. **A patient advocate can include but is not limited to a survivor of or person living with cancer, a family member or primary caregiver of a person living with cancer, or other individual with a strong personal connection or experience with cancer.** A patient advocate should have a dedicated interest in cancer research and survivorship and be able to represent the perspective of cancer patients/survivors/co-survivors in the development and conduct of the project.

Applicants are encouraged to work with their mentors to leverage institutional resources, such as community advisory groups or advocacy programs, to identify advocates to work with. Applicants are also encouraged to contact local cancer advocacy groups when appropriate. Whenever possible, applicants are strongly recommended to work with an advocate who has experience with the cancer type to be studied in the proposed research.

Note: If your institution does not have patient advocates to help in developing your study, please visit the [Application Resources](#) on asco.org. It includes a webinar recording on “Working with a Patient Advocate”, and article on “Patient Engagement in Cancer Research From the Patient’s Perspective” and resources on patient advocates involved in cancer research.

The applicant and patient advocate should:

- Discuss the project and identify the potential translational and clinical significance of the project from the patient perspective. How will successful completion of the project lay foundation for future translational and clinical research studies?
- Discuss how the project will affect fundamental concepts in cancer research that are relevant and beneficial to patients, their families and care givers
- Discuss the research and clinical design of the project.
- Work together to develop the lay language abstract.

The applicant must describe how a patient advocate was involved in developing the grant application and explain the role a patient advocate will have during the conduct of the research project. The applicant is required to upload a Letter of Support from a patient advocate under the Additional Supporting Documentation section.

In order to inform the reviewers of the applicant's proposed research's relevance for patients with cancer and to ensure that their research is patient-focused, the applicant must answer the following questions as concisely as possible (200 words per question):

1. Describe the clinical problem being addressed, its scope, and the impact the research could potentially have on this patient population.
2. If the study is successful what will be the next steps in moving the research into clinical practice. Describe the potential barriers to accrual and/or retention.
3. How does the applicant plan to engage patient advocates and relevant stakeholders in the design/implementation of your study and dissemination of the results?
4. How will the results of this study improve a patient's quality of life?
5. What burdens will the trial impose on patients? What has the applicant done in designing the study to minimize the burden to patients?

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

7. **Budget (required)**. The award funds will be directed to the Sponsoring Institution and should be used towards salary support, supplies, equipment, travel, etc. necessary for the pursuit of the applicant's research project.

The budget must be directly entered into the budget section of the online application. Budget justification for the entire period 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:

- **Total Award**: The total award amount is \$200,000 payable on or about July 1 in annual increments of \$66,666 over three years. The total cost requested per year should not exceed \$66,667. The total budget requested must be exactly \$200,000. During the award period, at least 80% of the yearly budget must be expended by the end of each reporting year as a condition of approval for new funds.
- **Research support**: At least \$59,966 per year should support costs directly related to the research project such as personnel salary, supplies, equipment, and other expenses. Budgeted items must be consistent with available institutional facilities and resources. Patient care costs that are reimbursable by a third-party payor, professional membership dues (including ASCO), tuition fees, and other fees for academic courses and certifications are unallowable costs. Salary limits will be equivalent to the NIH applicable limit.
- **Travel**: Up to \$2,500 per year should be allotted specifically for the applicant's travel to the annual meeting and for any other travel essential to conducting the study. Attendance is **mandatory** at the Conquer Cancer Grants and Awards Ceremony, which will take place

during the ASCO Annual Meeting in June 2023 immediately following acceptance of the grant. As the award term begins after the Grants and Awards Ceremony, Conquer Cancer approves costs incurred to attend the Ceremony as pre-award costs.

- **Indirect costs:** Up to \$4,200 per year (or 6.3% of the yearly total award amount) may be applied to overhead or facilities and administrative costs of the applicant's institution in administering the research project.

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

8. **Project Timeline Form (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.

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., *2023CDA_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 is modified in response to previous review comments. It is advised that applicants ask their mentors to read the reviewers' critiques and the resubmission responses to confirm that the critique has been considered and appropriately addressed.

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]_Resubmission_[Last name]* (e.g., *2023CDA_Resubmission_Smith*).

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

10. 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.

- Applicant's career plan. Provide a brief description of the applicant's career plan.
- Impact of award on applicant's career. Provide a brief explanation on how receiving this award would affect the applicant's career.
- Percentage time of research activities. Provide the percentage of time the applicant will spend on total research activities.
- Applicant's role. Describe briefly the applicant's role versus the mentor's role in the proposed research study.
- Sources of salary support. List the applicant's sources of salary support.
- Collection and support of data. Briefly describe who will collect and analyze the data.
- YIA project accomplishments. If the applicant was previously awarded a Conquer Cancer Young Investigator Award (YIA) and the proposed CDA project is a continuation, briefly describe the key accomplishments of the YIA project. If the applicant is not a previous Conquer Cancer YIA recipient, please indicate N/A.
- Other funding sources. List other funding agencies/organization where this research proposal was or will be submitted. If none, please indicate N/A.

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

11. Applicant's Biosketch (required). Applicants should use the NIH biosketch [template](#) provided 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](#). **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.

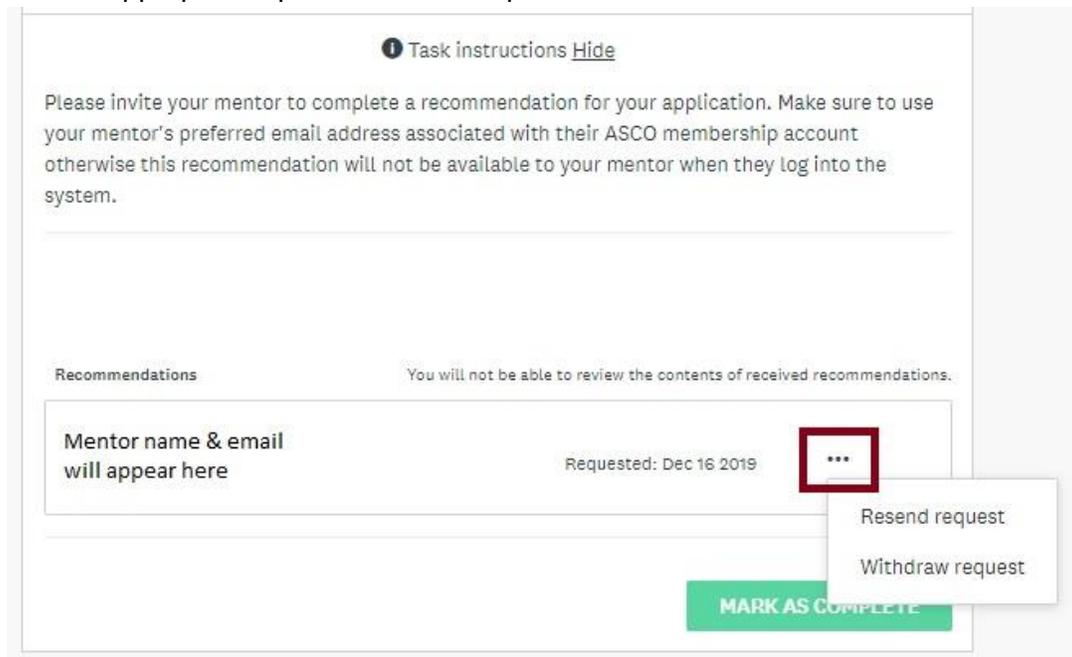
Use this file naming convention: *[year program abbreviation]_Biosketch_[Last name]* (e.g., *2023CDA_Biosketch_Smith*)

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

12. Mentor and Sponsor Recommendation (required)

- The mentor must be from the applicant's sponsoring institution. For questions about selecting a mentor, contact grants@conquer.org.
- If the application indicates that the mentor is not an ASCO member, a Sponsor Invite appears in the left navigation. The sponsor must be an ASCO member from the applicant's sponsoring institution and is only required when the mentor is not an ASCO member.

- To request a recommendation from the mentor or sponsor:
 - Click “Request a Recommendation”.
 - Enter the First name, Last name, Email address, and a brief message (optional) to the mentor or sponsor.
 - **IMPORTANT:** If the mentor is an ASCO member, make sure to enter 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.
 - If a sponsor was invited, the sponsor 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 they click “Start” they will be asked if they wish to Accept or Decline the recommendation request from the applicant. Upon accepting, the mentor and sponsor will be able to complete and submit their recommendation.
 - The applicant will be notified by email when the mentor or sponsor Accepts or Declines 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 and sponsor 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 and sponsor have submitted their documents, return to this task and click “**Mark as Complete**”.

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, refer to these [instructions](#). **If the document uploaded exceeds the page limit, Conquer Cancer will return the application.**
- **Letter of Support.** The letter must be signed, written on institutional letterhead and should include the following information:
 - Confirmation that the applicant is within the first three years of a full-time, faculty appointment at the time of grant submission
 - A critical review of both the applicant and the research proposal
 - The role of the applicant in the development of the proposal
 - The role(s) or anticipated role(s) the applicant holds (will hold) at the institution
 - The level of institutional commitment to the applicant’s career development as an independent clinical investigator
 - Assurance that the applicant’s sponsoring institution will provide adequate facilities and support for performance of the proposed work
- If there is more than one mentor, a biosketch and a letter of support is required from each mentor. ***Applicants should not have more than two mentors.***
- A mentor is strongly encouraged to have no more than two mentees applying for the Young Investigator Award, Global Oncology Young Investigator Award, and/or Career Development Award for this funding cycle.

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.

If there is a Sponsor, the Sponsor must submit the following:

- **Sponsor’s Biosketch.** The Sponsor 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, refer to these [instructions](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/general/g.240-r&r-seniorkey-person-profile-(expanded)-form.htm) [https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/general/g.240-r&r-seniorkey-person-profile-\(expanded\)-form.htm](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/general/g.240-r&r-seniorkey-person-profile-(expanded)-form.htm) - [Instructions](#). **If the document uploaded exceeds the page limit, Conquer Cancer will return the application.**
- **Letter of Support.** The letter must be signed, written on institutional letterhead and should include the following information:
 - Confirmation that the applicant is within the first three years of a full-time, faculty appointment at the time of grant submission
 - A critical review of both the applicant and the research proposal
 - The role(s) or anticipated role(s) the applicant holds (will hold) at the institution
 - The level of institutional commitment to the applicant’s career development as an independent clinical investigator

- Assurance that the applicant's sponsoring institution will provide adequate facilities and support for performance of the proposed work

The applicant will be notified when the sponsor submits a recommendation. The sponsor 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 sponsor.

- 13. Mentorship Plan (required).** The mentorship plan is limited to two (2) typewritten, single-spaced pages, with one-inch margins, using an 11-point Arial font type and must be jointly written and signed by the applicant and mentor. **If the document uploaded exceeds the page limit, Conquer Cancer will return the application.** The mentorship plan must describe a systematic professional development plan for the applicant, including intended structure of the mentor/mentee interaction and other academic career development activities (such as coursework, biostatistical mentoring/training, journal clubs, grant writing, manuscript preparation and one-on-one meetings) that will occur during the proposed investigation to help establish the applicant as an independent investigator. If the applicant has two mentors, the mentorship plan must be signed by both mentors.

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]MentorshipPlan_[last name]* (e.g., *2023CDA_MentorshipPlan_Smith*)

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

- 14. Institutional Letter of Support from Department Chair or Dean (required).** A letter from the Department Chair or Dean from the applicant's sponsoring institution where the research project will be conducted must be provided. This letter must include a statement of institutional support that will enable the applicant to perform the proposed research and that the applicant will have at least 50% protected time for research during the award period. This letter must be signed and on official letterhead. **If the letter is not signed and not printed on official letterhead, Conquer Cancer will return the application.**

Note: If the mentor is the Department Chair, the institutional letter of support must come from the Division Head, Dean, or any member of the institution's leadership that can assure support on the performance of the proposed research. The sponsor may be the same individual writing the institutional letter of support, however, the sponsor letter of support should be written differently using the guidelines in #12.

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]_InstitutionalLOS_[Last name]* (e.g., *2023CDA_InstitutionalLOS_Smith*).

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

15. Clinical Protocol (optional, strongly encouraged). If the research project involves a clinical protocol, it is strongly encouraged to upload a copy of the protocol.

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]_ClinicalProtocol_[Last name]* (e.g., *2023CDA_ClinicalProtocol_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.
- Upload as a PDF file. 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., *2023CDA_Publication 1_Smith*)

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

17. Additional Supporting Documentation (required). This section may be used to upload any necessary additional information required to properly review the application (e.g., letters documenting the feasibility of the project, a letter from a drug company that they will provide the investigational drug, a letter of support for any investigational agents, a letter of collaboration from another laboratory providing expertise for this project, a letter of support for a collaboration, etc.). Letters of support from collaborating biostatisticians and patient advocates are required. All letters must be signed and on official letterhead. Due to the limited time given to the reviewers, upload of any documents that are not critical 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 for each document: *[year and program abbreviation]_SupportingDoc_[number]_[Last name]* (e.g., *2023CDA_SupportingDoc_1_Smith*; *2023CDA_SupportingDoc_2_Smith*; etc.).

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

18. Institution Approval (required). The Authorized Official representing the sponsoring institution must approve the completed application (both the project proposal and the budget) before submission by completing the “Institution Approval” task. This individual is typically from the institution’s Office of Sponsored Research.

- 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.

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APPLICATION SUBMISSION 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 Strategy (required, 6 pages maximum)
- Biostatistical Plan (required, 1 page maximum)
- Cited References (required)
- Patient Advocate Form (required)
- Budget (required)
- Project Timeline Form (required)
- Resubmission Documentation (required if application is a resubmission, 1 page maximum)
- Personal Statement Form (required)
- Applicant's Biosketch (required, 5 pages maximum)
- Mentor & Sponsor Recommendation (required)
 - Mentor(s) Biosketch and Letter of Support (required)
 - Sponsor Biosketch and Letter of Support (required if mentor is not an ASCO member)
- Mentorship Plan (required, 2 pages maximum)
- Institutional Letter of Support from Department Chair or Dean (required)
- Clinical Protocol (optional) – strongly encouraged
- Publication Form (optional) – maximum of two publications
- Additional Supporting Documentation (required)
 - Letter of biostatistical support (required)
 - Letter of support from patient advocate (required)
- Institutional Approval (required)
- Review and Submit (required)

Appendix A. Terms & Conditions

Each applicant selected to receive a Career Development Award for Diversity and Inclusion in Breast Cancer Research (CDA), and their Sponsoring Institution, must execute a separate Terms and Conditions document with Conquer Cancer in order to receive a CDA. This section of the RFP sets forth selected provisions of the Terms and Conditions that the applicant and their Sponsoring Institution should review carefully before submitting an application for a CDA. 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) Upon request of Conquer Cancer, 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) Upon request of Conquer Cancer, 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 Award total is \$200,000, paid in three annual installments of \$66,666, on or about July 1, 2023, 2024, and 2025, subject to compliance by Recipient and Sponsoring Institution with these Terms and Conditions. The Award funds will be paid to the Sponsoring Institution.
- (5) The Award will be used solely as detailed in the Research Project (including the grant proposal and budget).
- (6) No more than 6.3 percent of total costs will be applied to overhead or indirect costs of the Sponsoring Institution in administering the Research Project. At least \$59,966 per year of the Award funds will be applied to research support. No more than \$2,500 per year will be used to cover the Recipient's travel expenses (including to the ASCO Annual Meeting). Direct costs include costs related to sub-grants and subcontracts. Salary limits will be equivalent to the NIH applicable limit. Conquer Cancer will not make payment of the next installment of Conquer Cancer Funds unless the Recipient expends at least 80 percent of their yearly budget by the end of the applicable reporting year, or the Recipient has submitted an explanation that is satisfactory to Conquer Cancer, in its sole discretion, as to why this requirement was not met.

- (7) Award funds will not be used for expenditures incurred prior to the first day of the Award Period (except for expenses related to travel to the Conquer Cancer Grants and Awards Ceremony) or after the last day of the Award Period. No additional expenses may be paid from Award funds after Conquer Cancer has received the Recipient'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.
- (8) 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.
- (9) If the Research Project included budgeted subcontracts to other institutions, Recipient 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 will be subject to and will comply with these Terms and Conditions. Recipient will ensure that the Research Project is conducted in compliance with these Terms and Conditions.
- (10) With prior written approval from Conquer Cancer, Recipient may subcontract with a third party even if not budgeted in the original research proposal. A request to reallocate the budget will be submitted to Conquer Cancer through Conquer Cancer's 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.
- (11) Award funds not expended in the year for which they were budgeted may be carried over to the same budget component in the next year of the Award Period without prior approval of Conquer Cancer. However, a detailed justification of why funds were not expended and how they will be expended in the following year will be included in the expenditure report.

Requests for Budget Changes or Extensions

- (12) The Recipient may move funds of up to 5 percent of the total yearly budget (\$3,333) between budget categories or into new budget categories without prior written approval of Conquer Cancer. Notwithstanding the foregoing, budget limits on indirect and travel costs will be strictly followed and cannot be adjusted.
- (13) Budget changes of greater than 5 percent per year between budget categories will be approved in writing by Conquer Cancer before expenditure of funds. The Recipient will submit a re-budget request with a detailed justification of the proposed change through the application portal.
- (14) 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.

- (15) 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.
- (16) 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

- (17) The Recipient is not permitted to transfer the Award to a co-investigator or any member of the research team, or a mentor. The Recipient's mentor may not be changed without the prior written approval of Conquer Cancer. Conquer Cancer will approve or disapprove the request for mentor change at its discretion.

Changes in Research Focus and Project Scope

- (18) 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.
- (19) Major changes in research design require prior written approval from Conquer Cancer. A request must 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.
- (20) 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 annual progress report.

Institution Transfer

- (21) If the Recipient accepts an appointment at another institution during the Award Period, and desires to have the Research Project transferred to the new institution, the Recipient will submit a request through the application portal to transfer the Award to the new institution at least 60 days before the anticipated date of transfer. Subject to Conquer Cancer's written approval and in Conquer Cancer's sole discretion, the Award may be transferred provided arrangements satisfactory to Conquer Cancer are implemented to continue the Research Project in a manner in which it was originally approved by Conquer Cancer. Any transfer must be approved in writing by Conquer Cancer before any such transfer takes place. Upon approval of a transfer of the

Award to a new institution, the Sponsoring Institution will return any unexpended funds and any funds expended inconsistent with the Research Project to Conquer Cancer. The new institution will agree to comply with these Terms and Conditions. Conquer Cancer will make arrangements to provide remaining Award funds to the new institution.

- (22) If the Recipient is unable or not permitted to transfer the grant to a new institution, the Recipient and the Sponsoring Institution will relinquish the Award and any unexpended funds and funds expended inconsistent with the Research Project will be returned to Conquer Cancer.

Program Reporting

- (23) Throughout the Award Period, the Recipient will submit expenditure reports and progress reports regarding the Research Project 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 Research Project 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.
- (24) 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.
- (25) 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-Award Reporting Obligation

- (26) 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 he/she has an ongoing obligation to provide this information.
- (27) 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.

Provision of Information to Breast Cancer Research Foundation

- (28) The Recipient acknowledges, agrees, and consents to Conquer Cancer providing their current and future contact information to Breast Cancer Research Foundation.
- (29) The Recipient acknowledges, agrees, and consents to Conquer Cancer providing progress and expenditure reports and copies of press releases relating to the Award or the Research Project to Breast Cancer Research Foundation.

Publications and Other Public Release of Results

- (30) 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 Breast Cancer Research Foundation (see Public Announcements and Acknowledgment).
- (31) Conquer Cancer supports the widest possible dissemination of funded research results. Recipient 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

- (32) Conquer Cancer will announce the Award and other recipients of the Conquer Cancer Career Development Award. Conquer Cancer anticipates that the Sponsoring Institution may wish to make a public announcement of this Award. The Sponsoring Institution will submit to Conquer Cancer any proposed announcement, press release, or other public statement by the Sponsoring Institution relating to the Award, prior to release, and to 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.
- (33) The Recipient and the Sponsoring Institution will acknowledge the support of the Conquer Cancer and Breast Cancer Research Foundation in all publications and presentations of the research funded by the Award. The Recipient understands that all abstracts, publications, and presentations resulting from research supported by the Award will contain the acknowledgment, "This work was funded by a Conquer Cancer Career Development Award, supported by Breast Cancer Research Foundation. 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®, or Breast Cancer Research Foundation."
- (34) The Recipient is encouraged to use an emblem for the Conquer Cancer Career Development Award and Breast Cancer Research Foundation's logo on posters, presentations, and similar items produced for scientific meetings and conferences. The emblem may be used with the

acknowledgment language. The Recipient can request this emblem and Breast Cancer Research Foundation's logo by sending an email to grants@conquer.org.

Intellectual Property Rights

(35) Conquer Cancer and Breast Cancer Research Foundation 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 recipients and their sponsoring institutions to report to Conquer Cancer any inventions, discoveries, or intellectual properties that result from the support of the research.

Appendix B. 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 “Career Development Award Special Competitions”, 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.

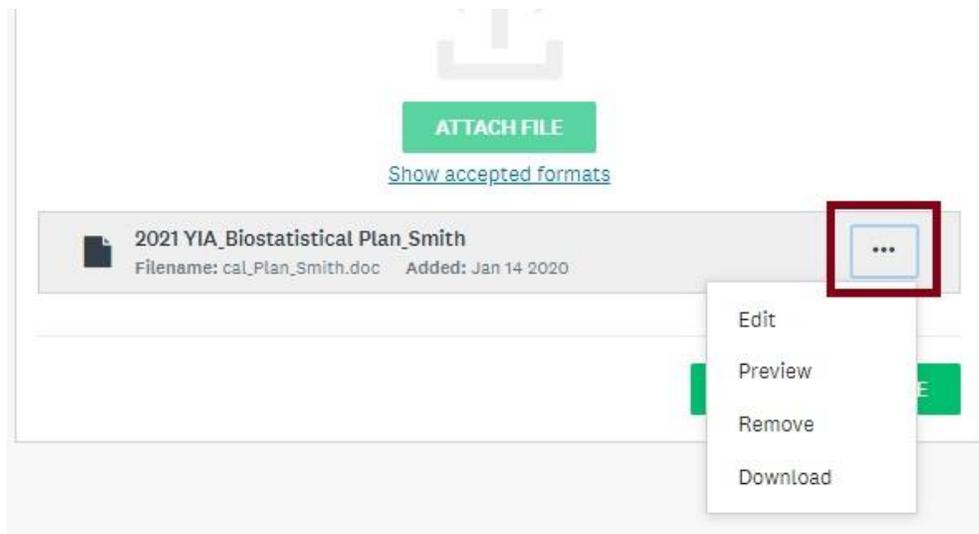
Navigating the Application

- 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!



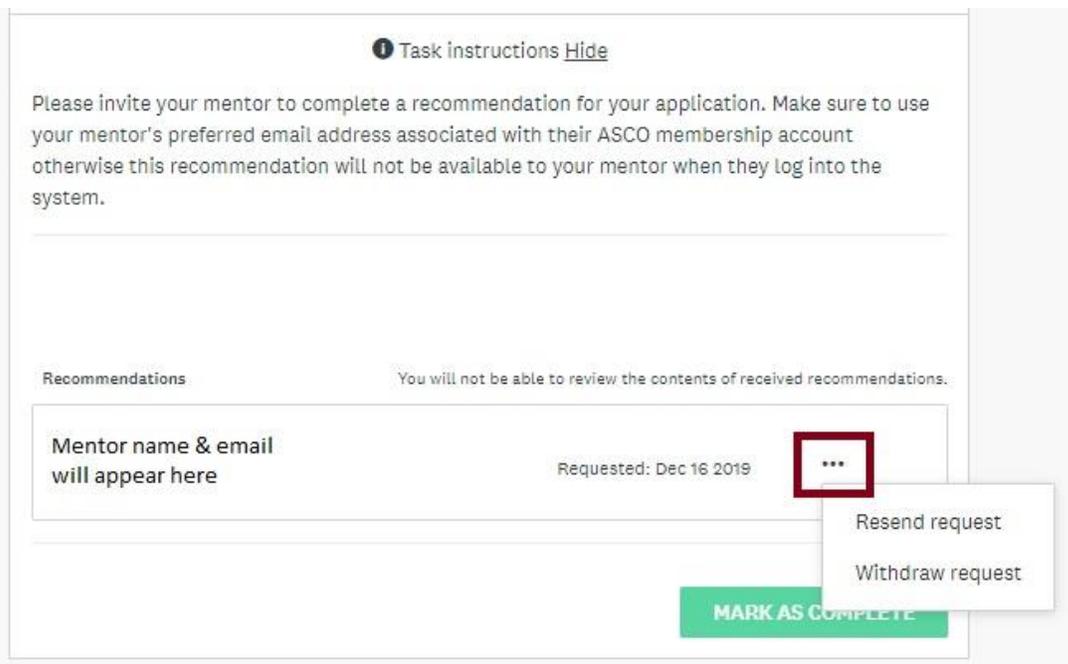
Uploading a Document

- Click “Show accepted formats” to determine the file formats accepted. Documents 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 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.