# CARSON LESLIE FOUNDATION #CUREMEDULLO TEAM SCIENCE GRANT IN MEDULLOBLASTOMA

## REQUEST FOR PROPOSALS

Last Updated: September 8, 2023

**LOI Application Deadline: September 29, 2023**

This grant is administered through

EveryGrant® | Powered by CONQUER CANCER® THE ASCO FOUNDATION

grants@conquer.org

Please visit this LINK for the most up-to-date version of the Request for Proposals.

**PARTNERS**

**About Carson Leslie Foundation (CLF) & #cureMEdullo**

CLF is dedicated to fulfilling Carson's wish by supporting research leading to a cure from medulloblastoma and enrich the lives of kids in the battle. CLF's #cureMEdullo initiative is designed to catalyze the medulloblastoma community and become the "one place" for the medullo community.

For more information visit: carsonlesliefoundation.org | curemedullo.org

**Our Mission**

Is to find a cure for Medulloblastoma, the most prevalent brain cancer in children.

**Our Vision**

Through deep partnership, build and evolve a shared understanding of the best approaches to diagnose, treat, and recover from Medulloblastoma and the various complications that arise from the disease and its treatments.

**ABOUT CONCER CANCER and EveryGrant®**

Conquer Cancer®, the ASCO Foundation, 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. EveryGrant® is an end-to-end, white label solution helping organizations develop and deliver grants programs that attract the brightest researchers and make a difference for cancer patients everywhere. For more information visit CONQUER.ORG.

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## Purpose

The **Carson Leslie Foundation #cureMEdullo Team Science Grant in Medulloblastoma** will provide funding to conduct innovative clinical research and emerging treatment strategies leading to better treatments and improved outcomes for medulloblastoma, the most common malignant brain tumor in children.

Brain cancer is the leading cause of cancer death among children, and about 500 children in the United States are diagnosed with medulloblastoma each year. About 20% of childhood brain tumors are medulloblastoma, making it the most common cancerous brain tumor in children but it remains clinically understudied. Thus, there is a need for innovative research and investigators to develop new treatment and care approaches for childhood medulloblastoma patients that would provide fewer long-term side effects including cognitive and physical impairments. This grant mechanism encourages team science research and innovative pilot clinical research ideas to advance the treatment of childhood medulloblastoma. The purpose of this award is to facilitate collaborations involving a diverse team of investigators, directed toward developing novel treatment approaches leading to better treatment options for childhood medulloblastoma. The team is required to have a Principal Investigator who will serve as the Lead PI. This grant also aims to support the development of the next generation of medulloblastoma researchers, and the team is required to include at least one new investigator who will be involved in the research. In addition to the lead PI, the research team can include co-investigators and other key personnel. The role and responsibilities of each team member should be clearly defined.

## Funding Available

The total award amount is **$100,000 for one year**. There is funding for one Carson Leslie Foundation #cureMedullo Team Science Award in Medulloblastoma which will be awarded to the most meritorious application evaluated for this competition.

## Eligibility Criteria

Members of the Project Team.

- The person indicated as the Lead Principal Investigator (Lead PI) in the grant application is the one who is responsible for the conduct and oversight of the research and who is considered eligible by the sponsor institution to apply as PI for a grant.
- The Lead PI must hold a Doctoral Degree (MD, PhD, MD/PhD, or equivalent), and must hold a full-time faculty appointment at an academic medical or nonprofit research institution within the United States.
- The Lead PI has demonstrated ability to carry out the responsibilities of PI.
- The Lead PI must be able to commit at least 60% of full-time effort in research (applies to total research, not just the proposed project) during the award period.
- Other collaborators may serve as Co-Investigators or Key personnel in the project.
- The team must include at least one new investigator, defined as an investigator who has not previously competed successfully for substantial, independent funding from NIH. The new investigator must hold a Doctoral Degree (MD, PhD, MD/PhD, or equivalent). The new

investigator must be planning an investigative career in oncology with a focus on childhood medulloblastoma.

The award does not require US citizenship or permanent residency. However, the proposed research must be conducted in a non-profit research organization, a medical institution or an educational institution located in the United States. The institution is responsible for documenting the project team members' legal eligibility to work in the U.S. for the duration of the award.

Multiple applications will be accepted from a single institution, provided that each application has a different Lead PI and represents a distinct hypothesis.

The Medulloblastoma Team Science Grant Review Committee 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 contact grants@conquer.org for clarification and provide their CV for evaluation.

## Research Project Criteria

The Carson Leslie Foundation #cureMEdullo Team Science Grant in Medulloblastoma is intended to support innovative clinical research proposals with a focus on better treatment strategies in childhood medulloblastoma research. Research projects should be clinical in nature, with outcomes that will ultimately impact treatment outcomes in childhood medulloblastoma patients. 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). Pre-clinical projects based on animal models including animal, or human organoid cultures are not appropriate for this funding opportunity. **Project proposals should have measurable outcomes during the one-year grant period.**

Proposals must ensure that the research reflects the unmet needs of childhood medulloblastoma patients and must be developed with the participation of a patient advocate, preferably one who is involved in medulloblastoma research. Please refer to page 12 of this RFP for additional information about engaging a patient advocate in the project.

## Peer Review of Applications

The applications are reviewed by the Medulloblastoma Team Science Grant Review Committee using a multi-stage review process. Members of the Committee are jointly appointed by Conquer Cancer and Carson Leslie Foundation. Each application will be assigned to scientific reviewers who are leaders with expertise in medulloblastoma for independent and confidential review. In addition, **applications will also be reviewed by a biostatistician for statistical rigor and a patient advocate from a patient's perspective.**

The applications are evaluated and scored based on the following criteria using the 1-9 NIH scoring scale.

- Strength of the hypothesis-driven proposal with a medulloblastoma clinical research focus or with the goal of generating the rationale for future studies. The focus of this award is patient-oriented clinical research in pediatric medulloblastoma.
    - Significance and originality of the proposed study and hypothesis
    - Appropriateness, feasibility, and adequacy of the proposed experiment and methodology
    - Appropriate and detailed statistical analysis plan
- Qualifications, experience and productivity of the Lead PI and members of the research team
- A clear description of the responsibilities and unique contributions of each team member relative to the aims of the project
- Potential favorable impact on the career development of the new investigator
- Meaningful involvement of patient representatives and advocates
- Availability of institutional resources to support the research project

## Key Dates

| | |
|---|---|
| Letter of Intent Due: | **September 29, 2023 by 11:59 PM ET** |
| Letter of Intent Notifications: | **LOIs will be approved on a rolling basis but no later than September 29, 2023** |
| Full Applications Due: | **November 6, 2023 (11:59 PM ET)** |
| Anticipated Notification Date: | **December 2023** |
| Anticipated Award Term: | **January 1, 2024 – December 31, 2024** |

## Award Notification

After merit review, the Medulloblastoma Grant Selection Committee will submit its recommendations to the Carson Leslie Foundation. Conquer Cancer and Carson Leslie Foundation anticipate notifying the applicant under consideration in December 2023. A formal notification of award will be provided to the applicant and Sponsor Institution upon acceptance of Carson Leslie Foundation's Terms and Conditions.

## Application Procedures

This RFP contains two phases: a **Letter of Intent (LOI)** and a **Full Application**. Completion of the Full Application is by invitation-only based on the submitted LOI.

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 LOI must be submitted by **11:59 PM ET on September 29, 2023.** No late applications will be accepted.

## PHASE 1: LETTER OF INTENT

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

1. Applicant Information (required)
2. Project Information (required)
3. Applicant's Biosketch (required)
4. Review and Submit (required)

- **Applicant Information (required).** Log in or create an account at profile.asco.org. ASCO membership is not required to create an account.
    - Important: Please confirm that the email in the account profile is the most current before initiating an application. This email will be associated with the application in this portal. All future communications about the application will be sent to this address.

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

- **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 an option from the drop-down list.

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

- **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 more than 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.

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

- **Review and Submit (required)**. The applicant will not be able to navigate to this page until all required sections have been "Marked as Complete".

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

## Letter of Intent Review Criteria and Notification

The LOI will be reviewed internally by Conquer Cancer based on the following criteria:

(1) Completeness of information and adherence to instructions for submission;
(2) Eligibility, and;
(3) Appropriateness of scientific focus of the proposal.

After review, applicants will be notified on a rolling basis no later than **September 19, 2023**, about the status of their LOI. Only applicants who have received an approval for their LOI will be eligible to submit a full application.

## LETTER OF INTENT CHECKLIST

- ☐ Applicant Information (required)
- ☐ Project Information (required)
- ☐ Applicant's Biosketch (required, 5 pages maximum)
- ☐ Review and Submit (required)

## PHASE 2: FULL APPLICATION

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)
4. Biostatistical Plan (required)
5. Cited References (required)
6. Patient Advocate Form (required)
7. Budget (required)
8. Project Timeline Form (required)
9. Applicant's Biosketch (required)
10. List of Research Team Members and Collaborators (required)
11. Institutional Letter of Support from Department Chair or Dean (required)
12. Clinical Protocol (optional) – strongly encouraged
13. Publication Form (optional) – maximum of two publications
14. Additional Supporting Documentation (required)
    a. Letter of biostatistical support (required)
    b. Letter of support from patient advocate (required)
15. Institutional Approval (required)
16. Review and Submit (required)

1. **Applicant Information (required).** This section includes the following:
   - Applicant Information. Log in or create an account at profile.asco.org. ASCO membership is not required to create an account.
     - Important: Please confirm that the email in the account profile is the most current before initiating an application. This email will be associated with the application in this portal. All future communications about the application will be sent to this address.
   - 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, Carson Leslie Foundation may use the content of this layperson summary on its website and/or other public facing materials.
   - Specific Aims (1000 characters maximum per aim): Select the number of aims from the drop-down list. Briefly describe each aim separately and concisely in the boxes provided. At least one specific aim is required.
   - Subject Area: Select one Subject Area from the drop-down list that best describes the research project. If "Other" is selected, provide information in the text field.
   - Focus Area(s): Select all that apply. If "Other" is selected, provide information in the text field.
   - 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.
   - Assurances: Indicate whether animals and human subjects will be involved in the research.
   - 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.
   - How many mentors do you have? Select the number of mentors from the drop-down list.
   - After completing this form, click **"Mark as Complete"**.

3. **Research Strategy (required).** The research strategy is limited to four (4) 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 4-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:
      1. Explain the importance of the problem or critical barrier to progress in the medulloblastoma field that the proposed project addresses.
      2. Explain how the proposed project will improve scientific knowledge, technical capability, and/or critical practice in one or more broad fields.
      3. 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:
      1. Explain how the application challenges and seeks to shift current research or clinical practice paradigms for treatment of childhood medulloblastoma.
      2. Describe any novel theoretical concepts, approached or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.

   iii. Approach:
      1. Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or intervention that will improve current treatment strategies.
      2. 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.
      3. Discuss the clinical relevance and how the research will be translated into clinic.
      4. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
      5. 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 CTEP or a cooperative group.
      6. Clearly state the applicant's role in the project (i.e. writing of protocol, performing the assays, etc.). If the project includes Co-PI(s) clearly state, the role of respective investigators in the project.
      7. List and describe the facilities and resources available to conduct the study, including a description of industry support for any clinical trials.

   Click "**Attach File**" and select the file to be uploaded in the application. 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, may be included in this section and detailed in the Cited References. If the document uploaded exceeds the page limit, Conquer Cancer will return the application.

   All studies 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 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 should also mention the resources that will be provided to ensure the statistical rigor and feasibility of the proposed project.

   Click "**Attach File**" and select the file to be uploaded in the application. After completing this form, click **"Mark as Complete"**.

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

   Click "**Attach File**" and select the file to be uploaded in the application. After completing this form, click **"Mark as Complete"**.

6. **Patient Advocate Form (required). Applications will be reviewed by a patient advocate.** The patient advocate reviewer will assess how well the applicant explains how the proposed project could impact childhood medulloblastoma patients. The responses on this form must be written in a way that 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 childhood medulloblastoma, a person living with medulloblastoma, a**

**family member or primary caregiver of a person living with medulloblastoma, or other individual with a strong personal connection or experience with medulloblastoma**. The patient advocate is not required to have experience with medulloblastoma but should have a dedicated interest in brain 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.

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 to patients, their families, and the general public.
- 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.
Answer the following questions in the text box provided (must not exceed 2500 characters):

- How will including a Patient Advocate benefit the research project?
- How was the Patient Advocate involved in the development of the research project and how will they be engaged throughout the grant period?

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

7. **Budget (required).** 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.

   The budget guidelines are as follows:

   - Total Award: The total award amount is $100,000 for one year.
   - Research support: At least $98,500 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, tuition fees, and fees for academic courses are unallowable costs.
   - Travel: Up to $1,500 may be applied to attend a future ***Researcher's RoundUp*** meeting hosted by the Carson Leslie Foundation and the Cancer Prevention & Research Institute of Texas (CPRIT) and for any travel essential to conducting the study.
   - Indirect costs: The Grant will not support indirect costs and overhead costs.

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. However, the timeline should make it clear what outcomes will be achieved during the grant award period.

   Click "**Attach File**" and select the file to be uploaded in the application. After completing this form, click **"Mark as Complete"**.

9. **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 more than 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.**

   Click "**Attach File**" and select the file to be uploaded in the application. After completing this form, click **"Mark as Complete"**.

10. **List of Research Team Members and Collaborators (required).** Upload a list of the Research Team and Collaborators. This should be no more than four (4) typewritten, single-spaced pages, with one-inch margins and using an 11-point Arial font type. This should include
    a. the researchers the applicant plans to collaborate with on the proposed research project, including co-Investigators;
    b. the new investigator;
    c. the patient advocate;
    d. a brief description of each individual's role and duties in the project; and,
    e. a description of the communications and coordination plan among the investigators and members of the research team.

11. **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. 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.

    Click "**Attach File**" and select the file to be uploaded in the application. After completing this form, click **"Mark as Complete"**.

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

    Click "**Attach File**" and select the file to be uploaded in the application. After completing this form, click **"Mark as Complete"**.

13. **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.

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

14. **Additional Supporting Documentation (required).** Separate letters of support from the collaborating biostatistician and patient advocate are required. This section may also 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.). All letters must be signed and on official letterhead.

    Click "**Attach File**" and select the file to be uploaded in the application. Repeat this step to upload multiple files. After completing this form, click **"Mark as Complete"**.

15. **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"**.

16. **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 the task from the Institution Approver has been submitted.

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

    **Downloading a copy of the full 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.

## Appendix A. Terms & Conditions

The applicant selected to receive a **Carson Leslie Foundation #cureMEdullo Team Science Grant in Medulloblastoma** ("Award'), and their Sponsoring Institution, must execute a separate Terms and Conditions document with Carson Leslie Foundation in order to receive an Award. 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 an Award. This RFP does not contain the complete Terms and Conditions document. Carson Leslie Foundation reserves the rights to modify any of the provisions of the Terms and Conditions prior to execution by the Recipient and Sponsoring Institution.

Conquer Cancer, the ASCO Foundation, will be administering the Award on behalf of Carson Leslie Foundation. All requests for information will be submitted by the Recipient and Sponsoring Institution to Conquer Cancer.

### 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.

### Funds: Payment and Use

(2) The Award total is $100,000, paid in two installments of $50,000, subject to compliance by Recipient and Sponsoring Institution with these Terms and Conditions. The Award funds will be paid to the Sponsoring Institution.

(3) The Award will be used solely as detailed in the Research Project (including the grant proposal and budget).

(4) No overhead or indirect costs will be applied to the Award funds. At least $98,500 of the Award funds will be applied to research support. No more than $1,500 will be used to cover the Recipient's travel expenses. Direct costs include costs related to sub-grants and subcontracts. Salary limits will be equivalent to the NIH applicable limit.

(5) Award funds will not be used for expenditures incurred prior to the first day of the Award Period or after the last day of the Award Period.

(6) 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 and Carson Leslie Foundation.

### Requests for Budget Changes or Extensions

(7) Budget changes of greater than 5% per year between budget categories will be approved in writing before expenditure of funds. The Recipient will submit a re-budget request with a detailed justification of the proposed change through the Conquer Cancer application portal.

(8) Requests for a 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.

(9) If a no-cost extension is granted, the Recipient will submit additional progress reports and financial expenditure reports every six months during the extension term.

**Change of Personnel**

The recipient is required to submit a prior approval request to Conquer Cancer by sending an email to grants@conquer.org if there is significant change in the status of the Lead PI. Conquer Cancer and Carson Leslie Foundation must approve any alternate arrangement proposed by the recipient.

**Changes in Research Focus and Project Scope**

(10) Any request for changes in the specific aims or major changes in research design of the Research Project must be made through the application portal. 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. Minor changes in research methodology are not subject to prior approval but must be explained and justified by the Recipient in the mid-year or annual progress report.

**Institution Transfer**

(11) 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. 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.

(12) 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**

(13) 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.

(14) 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.

(15) 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."

**Publications and Other Public Release of Results**

(16) 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 Carson Leslie Foundation (see Public Announcements and Acknowledgment).

(17) 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**

(18) Conquer Cancer and Carson Leslie Foundation will announce the Award. Conquer Cancer and Carson Leslie Foundation anticipates that the Sponsoring Institution may wish to make a public announcement of this Award. The Sponsoring Institution will submit to Conquer Cancer and Carson Leslie Foundation 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 and Carson Leslie Foundation.

(19) The Recipient and the Sponsoring Institution will acknowledge the support of Carson Leslie 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 Carson Leslie Foundation #cureMEdullo Team Science Grant, supported by Carson Leslie Foundation. Any opinions, findings, and conclusions expressed in this material are those of the author(s) and do not necessarily reflect those of Carson Leslie Foundation."

**Intellectual Property Rights**

(20) Carson Leslie 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. Recipient and the Sponsoring Institution must report to Carson Leslie Foundation any inventions, discoveries, or intellectual properties that result from the support of the research.