

2023 CONQUER CANCER GLOBAL ONCOLOGY YOUNG INVESTIGATOR AWARD

REQUEST FOR PROPOSALS

Last Updated: November 4, 2022

Letter of Intent Deadline: September 22, 2022

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

Please visit asco.org/global-oncology-YIA 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.

Table of Contents

Purpose 3

Funding Available 3

Health Equity, Diversity and Inclusion 3

Research Project Criteria 3

Eligibility Criteria 4

Eligible Organizations 5

Mentors 5

Request for Co-Mentor (Optional) 5

Physician Payments Sunshine Act 5

Compliance with Applicable Legal Requirements (Applies to Non-U.S. Institutions and Entities) 6

Peer Review of Applications 7

Key Dates 8

Application Changes 9

Award Notification 9

Application Information Use and Sharing 9

Application Procedures 10

PHASE 1: LETTER OF INTENT 10

Letter of Intent Components 10

1. Applicant Information (required) 11

2. Project Information (required) 11

3. Project Description, Biostatistical and Mentorship Plan (required) 12

4. Applicant’s Biosketch (required) 12

5. Review and Submit (required) 13

LETTER OF INTENT CHECKLIST 13

PHASE 2: FULL APPLICATION 14

Full Application Components 14

1. Applicant Information (required) 15

2. Project Information (required) 15

3. Research Strategy (required) 16

4. Biostatistical Plan (required) 17

5. Cited References (required) 18

6. Budget (required) 18

7. Project Timeline Form (required, template provided) 19

8. Resubmission Documentation (required for resubmissions only) 20

9. Personal Statement Form (required) 20

10. Applicant’s Biosketch (required) 21

11. Mentor, Co-Mentor, and Sponsor Recommendation (required) 21

12. Mentorship Plan (required) 23

13. Letter from Applicant Organization (required) 24

14. Clinical Protocol (optional, strongly encouraged) 24

15. Publications (optional) 25

16. Additional Supporting Documentation (required) 25

17. Institution Approval (required)..... 25

18. Review and Submit (required). 26

APPLICATION SUBMISSION CHECKLIST 27

Appendix A. Terms and Conditions..... 28

Appendix B. Helpful Tips for Using the Application Portal 34

 Getting Started 34

 Completing the Eligibility Quiz 34

 Navigating the Application 34

 Uploading a Document..... 35

 Requesting a Recommendation 36

 Receiving Notifications 36

Purpose

The Conquer Cancer Global Oncology Young Investigator Award (GO YIA) provides research funding to early-career investigators to encourage and promote quality research in global oncology and to develop the next generation researchers to address global health needs. Global oncology, as defined by the ASCO Global Oncology Task Force, “collaboratively addresses disparities and differences in cancer prevention, care, research, education, and the disease’s social and human impact around the world. It includes a full spectrum of activities ranging from epidemiology to implementation science to public health policy”.¹ Global oncology research generally applies the concepts of global health to cancer, and implies an approach to the practice of oncology that acknowledges the reality of limited resources in most parts of the world. For purposes of this Request for Proposals (RFP), “global health” is described as an “area for study, research, and practice that places a priority on improving health and achieving health equity for all people worldwide.”²

An important goal of the GO YIA program is to support quality global oncology research by investigators based in low-resource settings. Therefore, applicants from LMICs are highly encouraged to apply.

Funding Available

The total award amount is \$50,000. The award will be for a period of one year. Award funds will be paid to the Grantee Organization in two installments: the first installment will be paid in connection with the anticipated start of the grant period on July 1, 2023. Payment of the second installment is dependent on the satisfactory submission of required reporting and satisfactory progress during the mid-year reporting period.

Health Equity, Diversity and Inclusion

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 medicine³ and low and middle-income countries. Addressing inequities in cancer care includes improving representation of all populations who stand to benefit from the research. Every person with cancer should have an equal opportunity to participate in, be recognized for, and benefit from research across the spectrum, including clinical trials, health services research, and other types of research studies and methodologies.

Research Project Criteria

Research is one of the pillars of ASCO’s overall international strategy and provides a key opportunity to tighten the links among ASCO’s domestic and international membership, and to glean insights that can impact care not only in resource-limited settings, but also in high-resource settings. Additionally, research

¹ “Recommendations from the ASCO Academic Global Oncology Task Force” Gralow et al. *JCO Global Oncology* 2020

² “What is Global Health?” Beaglehole and Bonita, *Glob Health Action*. 2010

³ [AAMC definition of underrepresented in medicine](#).

funding is one of the keys to supporting future global oncology leaders, advancing the field of global oncology, and identifying future global oncology innovations.

The GO YIA is intended to support:

1. Research by investigators in low resource settings on scientific questions specific to those settings. This research has potential to offer “reverse innovation” insights that could influence practice in a wide range of practice settings.
2. Research by investigators in high resource settings on issues in resource-limited settings.
3. Collaborative research (high and low resource investigators) on questions of shared concern, such as studying a cancer type that affects a small population in the U.S. but is common in another country.

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

- Clinical and translational research
- Innovative care delivery
- Prevention and palliative care
- Implementation science research
- Health Systems, Outcomes and Economics research related to cancer control and care

The GO YIA has a two-step application process that includes both a Letter of Intent (LOI) and a full proposal. After LOI reviews, LOIs that meet the eligibility criteria and that fit within the research project criteria are invited for full proposals.

Eligibility Criteria

Applicants (Principal Investigators) must meet the following criteria:

- Have a doctoral degree (including MD, PhD, MD/PhD, DO, or equivalent doctoral degrees).
- In the last year of training or during the first two years of a faculty/staff appointment (if in academic institution) or first two years of employment (if in a non-academic institution) at the time of grant submission and must be within 10 years of terminal degree (MD, PhD or equivalent) at the time of application.
- Should demonstrate an interest in oncology or a related branch of science and be working in an oncology setting, but are not required to have oncology-specific training
- Be an ASCO member or have submitted a membership application with the grant application. Visit [ASCO Membership](#) to join/renew online.
- Must have a contractual obligation with the sponsoring organization (see section for Eligible Organizations).
- 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, as confirmed in an institutional Letter of Support.

Eligible applicants are allowed to hold only one active grant from Conquer Cancer at a time.

There are no citizenship 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 Grants Selection Global Oncology 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 in the [Application Resources](#) page or contact grants@conquer.org for clarification and provide their CV for evaluation.

Eligible Organizations

The sponsoring organization must assure support for the proposed research project. Appropriate institutional commitment to the program includes the provision of adequate staff, facilities, and resources that can contribute to the planning process and implementation of the project. The sponsoring organization must assure to provide protected time to the applicant. Organizations must have been operating for at least one full year and have an acceptable management structure and processes in place.

Applications may be submitted by the following entities:

- Higher Education Institutions
- Research Organizations
- Government Organizations (may include medical centers and hospitals that have access to resources and infrastructure to support a research project)
- Nonprofit Organizations (includes medical societies or associations, advocacy organizations, foundations, hospitals)
- Non-Governmental Organizations
- Non-domestic (non-U.S.) Entities (Foreign Institutions) are eligible to apply.

Mentors

The applicant is required to apply in conjunction with a Mentor (who is an ASCO member), Mentors, or a Mentoring Team to provide scientific guidance and support in developing the grant application. If applying with a mentoring team or co-mentors, at least one mentor must be from the applicant's institution. The mentor/s should have research expertise and experience relevant to the proposed project and must be committed to continue their involvement throughout the total period of the proposed research.

Request for Co-Mentor (Optional)

Applicants may submit to Conquer Cancer a request for a co-mentor/s if the proposed project needs expertise not available in the applicant's institution. Upon receipt of the request from the applicant, Conquer Cancer will review the application. If approved, Conquer Cancer Staff will work to find a co-mentor who matches the applicant's professional interests and the area of the proposed research. Every effort will be made to match mentee applicants with a suitable co-mentor. However, it is conceivable that this may not always be possible.

Physician Payments Sunshine Act

The Physician Payments Sunshine Act, or "Sunshine Act", is part of the Patient Protection and Affordable Care Act (health care reform) that passed in 2010. The law is designed to bring transparency to financial

relationships between physicians, teaching hospitals, and healthcare companies. More information about the Sunshine Act can be found at <https://www.asco.org/news-initiatives/policy-news-analysis/physician-payment-sunshine-act-additional-details-about-final>.

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

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

Conquer Cancer has entered into agreements with the supporters of this award that require that Conquer Cancer provide reportable information under the Sunshine Act. **RECIPIENTS OF GLOBAL ONCOLOGY YOUNG INVESTIGATOR AWARDS MAY BE REPORTED ON THE CMS OPEN PAYMENTS WEBSITE AS HAVING RECEIVED PAYMENTS OR TRANSFERS OF VALUE FROM MANUFACTURERS OF PHARMACEUTICAL DRUGS AND/OR DEVICES.** If there are any questions about reporting due to the Sunshine Act, please contact Gray Ladd, Associate Director, Business Operations and Compliance, at 571-483-1700 or operations@conquer.org.

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

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

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

The award of the GO YIA 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 in Appendix A.

Peer Review of Applications

The Letters of Intent (LOI) and full applications are reviewed by the Conquer Cancer GO YIA Subcommittee using a multi-stage review process.

The first phase is the review of the submitted LOI. This is a highly competitive stage, therefore, a well thought out LOI submission is recommended to improve the applicant's chance to be invited for full application. If invited to submit, the second phase is the review of a full application, which is a full description of the proposed study as provided in the submitted LOI. No change in scope is allowed at this stage. In both review phases, each LOI and full application are assigned to at least two scientific reviewers with expertise in global oncology for independent and confidential review. The full applications are also reviewed by a biostatistician.

LOI Review Criteria

The LOI will be reviewed based on the following:

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

After review, applicants will be notified about the status of their LOI in **early November 2022**. Only applicants who are invited to submit a full application will be eligible to submit a full grant application. All eligible applicants will receive feedback on their LOI submission.

Full Application Review Criteria

The Conquer Cancer Grants Selection GO YIA Subcommittee will select the recipient based on the following criteria using the 1-9 NIH scoring scale:

Primary Criteria:

- Strength of the hypothesis-driven proposal with a focus on global oncology research. (~35%)
 - Significance and originality of the proposed study and hypothesis
 - Appropriateness, feasibility of the proposed project within the one-year timeframe, adequacy of the proposed experiment and methodology and overall description of the research strategy to accomplish the specific aims of the project
 - Appropriate and detailed statistical analysis plan
 - A focus on global oncology research
- Strength of the mentor/mentoring team in supporting the applicant's proposal and in facilitating the applicant's career development (~30%)
 - Quality of the mentor/s and the plan for mentoring interactions with the applicant

Secondary Criteria:

- Potential for the applicant to pursue a research career (~25%)
 - Potential favorable impact on career development of the applicant
 - The qualifications and experiences of the applicant. Factors considered include the quality and extent of past education, training, experience, research originality, productivity, potential for independent investigation, and commitment to a career in research.
- Availability of institutional resources to support the proposed project (~10%)

Key Dates

Letter of Intent Opens:	July 25, 2022
Letter of Intent Due:	September 22, 2022 (11:59 PM ET)
Letter of Intent Notification:	November 2022
Full Applications Open:	November 9, 2022
Full Applications Due:	January 11, 2023 (11:59 PM ET)
Post Submission Materials Due*:	February 3, 2023
Award Notification:	April 2023
Award Term:	July 1, 2023 – June 30, 2024

**Supplemental proposal materials that will be accepted post-submission include proof of receipt of drug from a company, IRB approval, clinical protocol if applicable for all human related studies, and updates to publications initially submitted. Post submission materials must be submitted by email to grants@conquer.org.*

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 GO YIA, 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.

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

Award Notification

Applicants can expect to be notified in April 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

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

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

Applicants are encouraged to start their LOI early due to the complexity of the online application process. The LOI must be submitted by **11:59 PM ET on September 22, 2022**. No late applications will be accepted. Please note that technical assistance is only available until 5:00 PM ET on September 22.

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

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

PHASE 1: LETTER OF INTENT

Letter of Intent Components

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

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

1. Applicant Information (required).

This section includes the following:

- Applicant Information. This information is pulled directly from the applicant's ASCO membership profile. If changes need to be made to the applicant's information, visit profile.asco.org. Make sure that the applicant's profile has the most up-to-date information before beginning an application. Changes made to the applicant's profile are not saved in real-time but will be reflected on this form before submitting the LOI.
 - First Name
 - Middle Name
 - Last Name
 - Degree
 - Primary Organization Name
 - Address (including city, state, and zip code)
 - Country
 - Primary email address (all future communications about the application will be sent to this address)
 - ORCID ID
 - ASCO Member ID
- Additional questions and required information. Answer the following:
 - Do you have a medical degree or international equivalent?
 - Do you have a full-time faculty appointment (This includes full-time instructor position)?
 - Academic Rank. Select from the drop-down list.
 - Certification/Subspecialty Training. Select from the drop-down list.
 - Field of Clinical Training. Select all that apply
 - Field of Research Training. Select all that apply.
- After completing this form, click "**Mark as Complete**".

2. Project Information (required).

This section includes the following proposed project information (all are required):

- Research Project Title (250 characters maximum): Provide a short descriptive title of the proposed research project.
- 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 Full Application.
- Resubmission: Select “Yes” or “No” from the drop-down list to indicate if the application is a resubmission of a previous application.
- After completing this form, click “**Mark as Complete**”.

3. Project Description, Biostatistical and Mentorship Plan (required).

- Research Project Description (limited to 500 words): Please provide a description of the research project, including an overview of the relevant background, hypothesis, methods, and impact of the proposed work.
- Biostatistical Plan (limited to 250 words): Please provide an overview of the statistical analysis plan that will be used in the proposed work. Full statistical details are not required at this stage, but a basic description of the statistical methods and any available statistical support (e.g. collaborators, mentors, or other statistical resources) should be described.
- Initial Overall Mentorship Plan (limited to 250 words): Briefly describe your primary mentor and any co-mentors or mentoring team members, including their expertise and roles. Please describe any mentoring activities that you plan to participate in during the award period. Mentors will be required to provide detailed letters of support during the Full Application phase.
- Are you located in a country categorized by the World Bank as [Low-Income](#), [Lower-Middle Income](#), or [Upper-Middle Income](#)? Select “Yes” or “No” from the drop-down list. If “Yes” is selected, answer the subsequent question to indicate the need for biostatistical, grant writing, and co-mentor support.

4. 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., 2023GOYIA_Biosketch_Smith)

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

5. 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 have been submitted.

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

To download a copy of the LOI, 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 LOI will be downloaded as a zip file.

LETTER OF INTENT CHECKLIST

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

- Applicant Information (required)
- Project Information (required)
- Project Description, Biostatistical and Mentorship Plan (required)
- Applicant’s Biosketch (required)
- Review and Submit

PHASE 2: FULL APPLICATION

Submission of a full application is **by invitation only**. If selected to complete a full application, it must be submitted online by **11:59 PM ET on January 11, 2023**.

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 5:00 PM ET on **February 3, 2023**. Please note that these documents are optional, and only updates to documents submitted by the January 11th deadline will be accepted.

Full Application Components

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

1. Applicant Information (required)
2. Project Information (required)
3. Research Strategy (required)
4. Biostatistical Plan (required)
5. Cited References (required)
6. Budget (required)
7. Project Timeline Form (required)
8. Resubmission Documentation (required if application is a resubmission)
9. Personal Statement Form (required)
10. Applicant's Biosketch (required)
11. Mentor and Sponsor Recommendation (required)
 - a. Mentor(s) Biosketch and Letter of Support (required)
 - b. Co-Mentor's Biosketch and Letter of Support (optional)
 - c. Sponsor Biosketch and Letter of Support (required if mentor is not an ASCO member)
12. Mentorship Plan (required)
13. Letter from Applicant Organization (required)
14. Clinical Protocol (optional) – strongly encouraged
15. Publication Form (optional) – maximum of two publications
16. Additional Supporting Documentation (required)
 - a. Letter from biostatistician (required)
17. Institutional Approval (required)
18. Review and Submit (required)

1. **Applicant Information (required)**

- **Applicant Information.** This information is pulled directly from the applicant's ASCO membership profile. If changes need to be made to the applicant's information, visit profile.asco.org. Make sure that the applicant's profile has the most up-to-date information before beginning an application. Changes made to the applicant's profile are not saved in real-time but will be reflected on this form before submitting the full application.
 - First Name
 - Middle Name
 - Last Name
 - Degree
 - Primary Organization Name
 - Address (including city, state, and zip code)
 - Country
 - Primary email address (all future communications about the application will be sent to this address)
 - ORCID ID
 - ASCO Member ID
- **Additional questions and required information.** Answer the following:
 - Do you have a medical degree or international equivalent?
 - Do you have a full-time faculty appointment (This includes full-time instructor position)?
 - Academic Rank. Select from the drop-down list.
 - Certification/Subspecialty Training. Select from the drop-down list.
 - Field of Clinical Training. Select all that apply
 - Field of Research Training. Select all that apply.
- After completing this form, click "**Mark as Complete**".

2. **Project Information (required)**. This section includes the following proposed project information (all are required):

- **Research Project Title (250 characters maximum):** Provide a short descriptive title of the research project.
- **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 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:
 - What is the problem that the research project addresses?
 - What is the hypothesis?
 - Why is this an important problem in the applicant's country and/or LMICs in general?
- ii. Innovation:
 - How does this approach differ from current practice or knowledge?
 - How will it potentially improve cancer control in the applicant's country?
- iii. Approach:
 - What is the overall strategy and methodology the applicant will use to accomplish the specific aims of the research project?
 - Does the applicant's site/country have the appropriate resources to effectively complete the research project? Please describe.
 - How will data be collected, analyzed, and interpreted to determine whether the research project is successful?
 - Describe the potential barriers to the research project's success and any alternative strategies.
- iv. Sustainability and Scalability:
 - How will the success of the research project be demonstrated?
 - How will the knowledge learned be disseminated?
 - How will this research project be sustained after the grant funding period is over?
 - Assuming the research project is successful, what would be done with the results; what would be the next steps after the grant period?
 - Is the research project transferable? Is there potential for this project to be scaled up and implemented in other areas of the applicant's country or other LMICs?

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., 2023GOYIA_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., *2023GOYIA_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., *2023GOYIA_CitedReferences_Smith*)

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

- 6. 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 in US Dollars (\$) and directly entered into the budget section of the online application. Non-U.S. applicants must use the best possible estimate of exchange rate into local currency. Budget justification for the entire period, including how the exchange rate was determined (for non-US applicants), 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:** Total funding is \$50,000 (direct and indirect combined). All funds will be paid directly to the sponsoring institution.
- **Research support:** Award funds in this category must include salary, supplies or equipment. Budgeted items must be consistent with available institutional facilities and resources. All items must be described in the “Description of Costs”.
- **Travel:** Up to \$1,500 should be allotted specifically for the applicant’s travel to the Conquer Cancer Grants and Awards Ceremony and for any other travel unless it is directly related to the conduct of the research project. 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 Conquer Cancer Grants and Awards Ceremony, Conquer Cancer approves costs incurred to attend the Ceremony as pre-award costs.
- **Indirect costs:** Up to 10% of the total award cost may be applied to overhead or facilities and administrative costs.
- **Unallowable Expenses:** Funds may NOT be used to pay for: ASCO Membership Fees; fees for certifications, courses or classes; costs for proposal development for additional funding; travel to other US or international meetings, congresses or conferences; political campaigns; direct donations, grants, or scholarships to individuals; lobbying; bribery; illegal activity; or any costs that are not directly related to the research project.

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

7. **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.

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., *2023GOYIA_Timeline_Smith*)

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

8. **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]_ResubmissionDoc_[Last name]* (e.g., *2023GOYIA_ ResubmissionDoc_Smith*).

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

9. **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 in pursuing global oncology.
- 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.
- Clinical potential of research project. Briefly describe the clinical potential of this research project.
- 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**”.

- 10. 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.

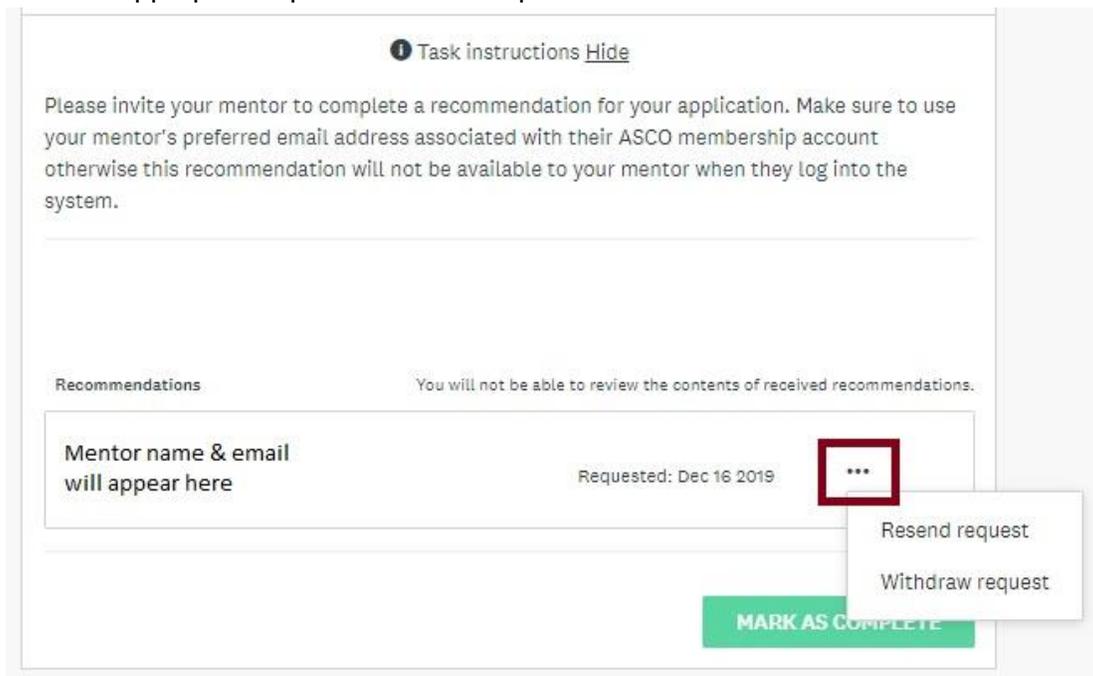
Use this file naming convention: *[year program abbreviation]_Biosketch_[Last name]* (e.g., 2023GOYIA_Biosketch_Smith)

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

11. Mentor, Co-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.
- 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.
- 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 he/she logs 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, please refer to these [instructions](#).
- Letter of Support. The letter must be signed, printed on official letterhead, and should include the following information:
 - Confirmation of the applicant's employment status 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 investigator
 - Assurance that the applicant organization will provide adequate facilities and support for performance of the proposed work

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 Co-Mentor, the Co-Mentor must submit the following:

The applicant may identify additional co-mentor(s). These mentors do not have to be in the same institution as the applicant. If there is more than one co-mentor, the applicant may use the Additional Supporting Documentation task to upload the co-mentors' biosketch and letters of support.

- Co-Mentor's Biosketch. The mentor must use the NIH biosketch [template](#) with an expiration date of 09/30/2024. The biosketch must not exceed five (5) pages. To complete the biosketch, please refer to these [instructions](#).
- Letter of Support. The letter must be signed, printed on official letterhead, and should include the following information:
 - A critical review of both the applicant and the research proposal
 - Assurance that the co-mentor will provide professional guidance and support for performance of the proposed work

The applicant will be notified when the co-mentor submits a recommendation. The co-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 co-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, please refer to these [instructions](#).
- Letter of Support. The letter must be signed, printed on official letterhead, and should include the following information:
 - Confirmation of the applicant's employment status 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.

- 12. 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(s). **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, the specific details on the skills that the proposed mentor will help the applicant develop, 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 the applicant develop the knowledge and skills necessary for a successful career in global oncology. If the applicant has more than one mentor, the mentorship plan must be signed by all 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., 2023GOYIA_MentorshipPlan_Smith)

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

13. Letter from Applicant Organization (required). A signed letter from an authorized individual (such as a member of the leadership or an executive) at the applicant organization explaining the role that the organization is playing in the project and any resources that they will be providing must be provided. This letter must be on official letterhead and must include information regarding:

- Explanation of the organization’s legal status (i.e., nonprofit or governmental)
- Any resources and/or infrastructure that the organization is providing for the research project
- Description of prior experiences receiving and administering research grants, including size of grant, name of grantor, and outcome of grant if completed.
- Any examples of prior experience with Conquer Cancer or ASCO
- Whether the applicant will receive organizational or other support to apply the findings after the research project period is over
- Assurances that the organization will expend the funds according to the approved budget and will provide financial reports of expenses after six months during the research project period and at the conclusion of the grant
- Commitment to provide the applicant at least 60% protected time for research during the award period

If the letter is not signed and not 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 #11.

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

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

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

14. Clinical Protocol (optional, strongly encouraged). If the applicant’s project involves a clinical protocol, it is highly encouraged to upload a copy of the protocol in the Uploads section.

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., *2023GOYIA_ClinicalProtocol_Smith*)

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

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

To enter publications:

- Select the total number of publications from the drop-down (1 or 2).
- For each publication, enter the title, PubMed ID number, year, type, name, status, URL, and funding status.
- Click “**Attach File**” and select the file(s) to be uploaded in the application. Use this file naming convention: *[year program abbreviation]_Publication 1_[last name]* (e.g., *2023GOYIA_Publication 1_Smith*)

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

- 16. 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.). Letter of support from collaborating biostatistician is 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: *[year and program abbreviation]_SupportingDoc_[number]_[Last name]* (e.g., *2023GOYIA_SupportingDoc_1_Smith*; *2023GOYIA_SupportingDoc_2_Smith*; etc.).

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

- 17. 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**”.

18. 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.

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)
- Biostatistical Plan (required)
- Cited References (required)
- Budget (required)
- Project Timeline Form (required)
- Resubmission Documentation (required if application is a resubmission)
- Personal Statement Form (required)
- Applicant's Biosketch (required)
- Mentor and Sponsor Recommendation (required)
 - Mentor(s) Biosketch and Letter of Support (required)
 - Co-Mentor's Biosketch and Letter of Support (optional)
 - Sponsor Biosketch and Letter of Support (required if mentor is not an ASCO member)
- Mentorship Plan (required)
- Letter from Applicant Organization (required)
- Clinical Protocol (optional) – strongly encouraged
- Publication Form (optional) – maximum of two publications
- Additional Supporting Documentation (required)
 - Letter from Biostatistician (required)
- Institutional Approval (required)
- Review and Submit (required)

Appendix A. Terms and Conditions

Each applicant selected to receive a Global Oncology Young Investigator Award (GO YIA), and their Sponsoring Institution, must execute a separate Terms and Conditions document with Conquer Cancer in order to receive a GO YIA. 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 GO YIA. 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 based on the approved grant amount, paid in two equal installments, on or about July 1, 2023 and January 1, 2024 subject to compliance by Recipient and Sponsoring Institution with these Terms and Conditions. Payment of the second installment is dependent on Recipient's satisfactory submission of the six-month progress report and financial report, and satisfactory research progress during the first reporting period. The Award funds will be paid to the 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 10% of total costs will be applied to overhead or indirect costs of the Sponsoring Institution in administering the Research Project. Direct costs include costs related to salary, travel, supplies, equipment, sub-grants and subcontracts. Salary limits will be equivalent to the NIH applicable limit. No more than \$1,500 per year will be used to cover the Recipient's travel expenses (including to the ASCO Annual Meeting) directly related to the research project itself.

- (7) Award funds may not be used to pay for: ASCO Membership Fees; fees for courses or classes; costs for proposal development for additional funding; travel to other international meetings, congresses or conferences; political campaigns; direct donations, grants, or scholarships to individuals; lobbying; bribery; illegal activity; or any costs that are not directly related to the research project.
- (8) Award funds will not be used for expenditures incurred prior to the first day of the Award Period or after the last day of the Award Period. No additional expenses may be paid from Award funds after Conquer Cancer has received the 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.
- (9) 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.
- (10) If the Research Project included budgeted subcontracts to other institutions, the 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 must be pre-approved by the Conquer Cancer and will be subject to and will comply with these Terms and Conditions. The Recipient will ensure that the Research Project is conducted in compliance with these Terms and Conditions.
- (11) The Recipient may not subcontract with a new third party without written approval from Conquer Cancer. A request to reallocate the budget will be submitted to Conquer Cancer through its application portal for approval and will include a description of the work to be performed by the third party, reason for contracting with the third party, and a complete budget for the third party including revisions to the original budget categories. All contractual agreements will be subject to and will comply with these Terms and Conditions.

Requests for Budget Changes or Extensions

- (12) The Recipient may move funds of up to 5% of the total yearly budget (\$2,500) 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% 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. Conquer Cancer will approve or disapprove the request at its discretion.
- (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 mid-year or 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 his/ her career progress following the Award Period and may be requested to provide their current Curriculum Vitae or update their information through the application portal using the "Career Progress" task. The information may be used for program evaluation and alumni communications. The Recipient understands that this obligation survives the Award Period and that 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.

Physician Payments Sunshine Act

- (28) The Physician Payments Sunshine Act, or "Sunshine Act", is part of the Patient Protection and Affordable Care Act (health care reform) that passed in 2010. The law is designed to bring transparency to financial relationships between physicians, teaching hospitals, and healthcare companies. More information about the Sunshine Act can be found at <https://www.asco.org/practice-policy/policy-issues-statements/asco-in-action/physician-payment-sunshine-act-additional>. The Sunshine Act requires manufacturers of pharmaceutical drugs and devices, as well as group purchasing organizations, to report payments or transfers of value made to teaching hospitals and U.S. licensed physicians. (Please see the following excerpt

from the Sunshine Act Final Rule that defines physician according to this law. If there are any questions regarding reportability, please talk with your institution. “As required by section 1128G(e)(11) of the Act, we proposed to define “physician” as having the meaning set forth in section 1861(r) of the Act, which includes doctors of medicine and osteopathy, dentists, podiatrists, optometrists, and chiropractors, who are legally authorized to practice by the State in which they practice.”) Reports are made to the Centers for Medicare and Medicaid Services (CMS), a government agency. Conquer Cancer understands that payments made through the Conquer Cancer Global Oncology Young Investigator Award may be reportable under the Sunshine Act as indirect payments or transfers of value because these awards are funded by companies that are considered manufacturers of pharmaceutical drugs and devices and/or group purchasing organizations. Conquer Cancer has entered into agreements with the supporters of the Conquer Cancer Global Oncology Young Investigator Award that require that Conquer Cancer provide reportable information under the Sunshine Act. Conquer Cancer’s understanding is that payments made to the Recipient of the Conquer Cancer Global Oncology Young Investigator Award are reportable as research grants under the Sunshine Act.

- (29) The Sunshine Act requires that all reportable payments or transfers made starting August 1, 2013 be reported to CMS. To assist Conquer Cancer in complying with its reporting obligations to its supporters, the Recipient agrees to provide information to Conquer Cancer, including: State of License; State License Number; and, National Provider Identifier (NPI) Number. Recipient must submit the information through the application portal by the due date specified.
- (30) The information in this Terms and Conditions is not intended to provide legal advice to Recipient and Sponsoring Institution regarding the Sunshine Act. Recipient and Sponsoring institution should consult their own counsel with questions regarding the Sunshine Act.

Publications and Other Public Release of Results

- (31) Conquer Cancer strongly encourages Recipient to submit the results of Research Project for publication or other public release. In the event the Recipient’s results are published or otherwise publicly released either during or after the Award Period, the Recipient will provide Conquer Cancer with a copy of such publication or public release. All publications and public releases will include an acknowledgment of Conquer Cancer (see Public Announcements and Acknowledgment).
- (32) Conquer Cancer supports the widest possible dissemination of funded research results. 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

- (33) Conquer Cancer will announce the Award and other recipients of the Conquer Cancer Global Oncology Young Investigator 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.

- (34) The Recipient and the Sponsoring Institution will acknowledge the support of Conquer Cancer 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 Global Oncology Young Investigator Award. 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®."
- (35) The Recipient is encouraged to use an emblem for the Conquer Cancer Global Oncology Young Investigator Award 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 by sending an email to grants@conquer.org.

Intellectual Property Rights

- (36) Conquer Cancer will have no intellectual property rights or other rights in or to data collected or scientific discoveries made through the Research Project funded by the Award. Conquer Cancer encourages its 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 “Global Oncology Young Investigator Award”, 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!



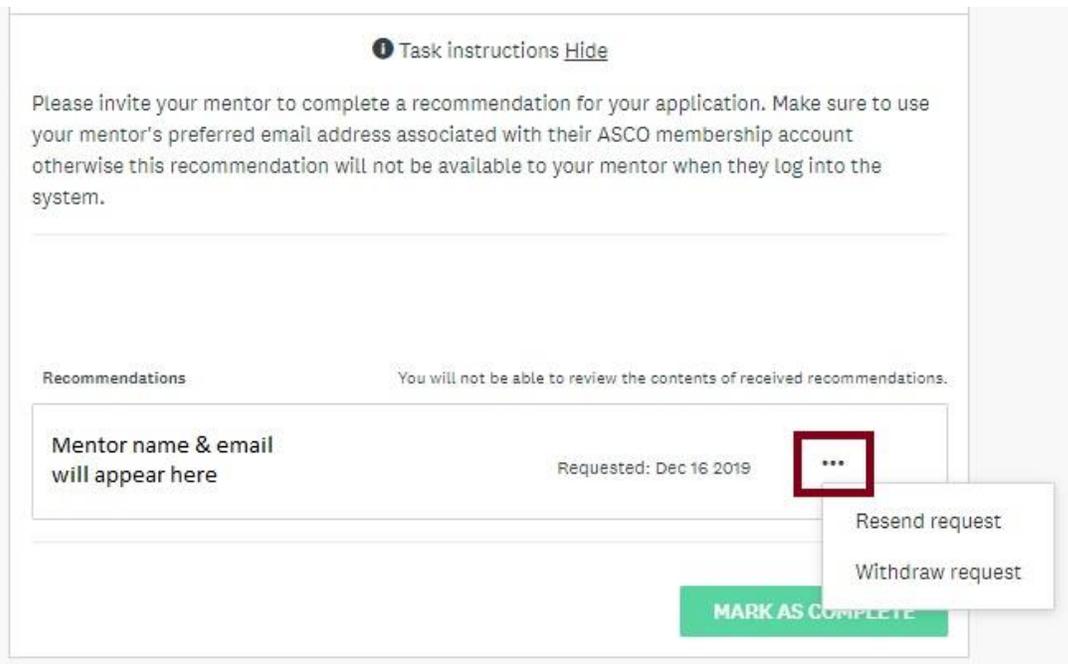
Uploading a Document

- 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.