



**ROBERT A. WINN  
DIVERSITY  
IN CLINICAL TRIALS  
AWARD PROGRAM**  
Established by the Bristol Myers Squibb Foundation

**2024**

**ROBERT A. WINN DIVERSITY IN CLINICAL TRIALS: CLINICAL  
INVESTIGATOR LEADERSHIP AWARD POWERED BY CONQUER  
CANCER'S EVERYGRANT<sup>®</sup>**

**SUPPORTED BY BRISTOL MYERS SQUIBB FOUNDATION**

**REQUEST FOR APPLICATIONS**

Last Updated: May 15, 2023

**Application Deadline: June 30, 2023**

Conquer Cancer<sup>®</sup>, the ASCO Foundation  
2318 Mill Road, Suite 800  
Alexandria, VA 22314

### **About the Bristol Myers Squibb Foundation**

The Bristol Myers Squibb Foundation empowers partners to build innovative solutions to advance health equity and improve access to quality healthcare for patients by focusing grant making on communities most at risk of suffering the impacts of serious diseases in the regions of the world that are hardest hit.

For more information, visit [BMS.COM/FOUNDATION](https://www.bms.com/foundation)

### **About Virginia Commonwealth University**

Virginia Commonwealth University is a major, urban public research university with national and international rankings in sponsored research. Located in downtown Richmond, VCU enrolls nearly 29,000 students in 238 degree and certificate programs in the arts, sciences and humanities. Twenty-three of the programs are unique in Virginia, many of them crossing the disciplines of VCU's 11 schools and three colleges. The VCU Health brand represents the VCU health sciences academic programs, the VCU Massey Cancer Center and the VCU Health System, which comprises VCU Medical Center (the only academic medical center in the region), Community Memorial Hospital, Tappahannock Hospital, Children's Hospital of Richmond at VCU, and MCV Physicians. The clinical enterprise includes a collaboration with Sheltering Arms Institute for physical rehabilitation services.

For more, please visit <https://vcu.edu/> and <https://www.vcuhealth.org>.

### **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](https://www.conquer.org).

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## **Purpose**

The Robert A. Winn Clinical Investigator Leadership Award powered by Conquer Cancer's EveryGrant® (Winn CILA) is a three-year career and leadership development program designed to increase diversity in clinical trials and transform the clinical research landscape.

The program is exclusive to the participants of the Robert A. Winn Career Development Award program who are early-career investigator oncology physicians who are underrepresented in medicine or who have demonstrated a commitment to increasing diversity in clinical trials.

The program will provide five (5) Winn CDA Scholars with advanced clinical trials knowledge, leadership skills training, mentorship, and sponsorship to support their development into independent clinical researchers, team members, and leaders. This is a mentored award the purpose of which is to expand the number of community-based sites with the capacity to conduct clinical and translational research.

The leadership and training program will be led by the American Society of Clinical Oncology in partnership with the five US cancer cooperative groups. As part of the training, each participant will be assigned to a National Clinical Training Network (NCTN) group and placed on one of its protocol development committees, and matched with an experienced clinical trialist. This will ensure that participants will have the skills not only to conduct high-impact clinical trials, but also to effectively engage with communities to foster active community participation in clinical research.

## **Program Overview**

- Three-year career and leadership program
- 40% salary support for protected time
- Leadership training; quarterly one-day leadership skills sessions at ASCO during year 1
- Coaching: Monthly calls with national clinical trialist coaches
- Mentorship and sponsorship: placement on an NCTN Protocol Development Committee and assigned a mentor from the NCTN group

## **Funding Available**

The total award amount is 40% salary support (up to the National Institutes of Health cap) per year for the three-year program term.

## **Eligibility Criteria**

### **Applicants must meet the following criteria:**

- Be a current Robert A. Winn Career Development Award Scholar who will complete Winn CDA term by December 2023.
- Completed an oncology subspecialty training.

- Be employed at an institution that is a current/active member of an NCI National Clinical Trials Network.
- Be able to commit at least 40% of full-time effort during the three-year award period, as confirmed in an institutional Letter of Support.

**Peer Review of Applications**

The applications are reviewed by the Winn Clinical Investigator Leadership Award (CILA) Selection Committee using a multi-stage review process. Each application is assigned to at least two reviewers who are leaders in their areas of expertise for independent and confidential review.

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

<b>Overall Impact or Criterion Strength</b>	<b>Score</b>	<b>Descriptor</b>
<b>High</b>	<b>1</b>	<b>Exceptional</b>
	<b>2</b>	<b>Outstanding</b>
	<b>3</b>	<b>Excellent</b>
<b>Medium</b>	<b>4</b>	<b>Very Good</b>
	<b>5</b>	<b>Good</b>
	<b>6</b>	<b>Satisfactory</b>
<b>Low</b>	<b>7</b>	<b>Fair</b>
	<b>8</b>	<b>Marginal</b>
	<b>9</b>	<b>Poor</b>

Applicants are evaluated on the strengths and weaknesses of the complete application packet and of the following equally weighted application components to determine the applicant’s commitment and approach to diversifying clinical trials and demonstrated leadership traits and clinical trialist experience.

- Personal Statement Form and Short Answer Questions
- Mentor Recommendation Form
- Winn CDA Independent Professional Development Plan (IPDP)
- Institutional Letter of Support from Department Chair or Dean

Based on the strengths and weaknesses of the above components, applications are scored using a 9- point scale. The descriptions follow, with “1” representing the highest quality and “9” representing the lowest quality.

**Key Dates**

Online Applications Open:	<b>May 15, 2023</b>
Full Applications Due:	<b>June 30, 2032 (11:59 PM ET)</b>
Notification Date:	<b>September 2023</b>
Award Term:	<b>January 1, 2024 – December 31, 2025</b>

## **Application Changes**

The applicant must notify [ProfessionalDevelopment@asco.org](mailto:ProfessionalDevelopment@asco.org) **immediately** if any of the following conditions apply from application submission through award notification:

1. Withdrawal of Application. The email should include the applicant's name and the reason for withdrawing the application.
2. Change of Institution or Position. The applicant has a career plan change, leaves their current position, or their current institution, or is unable to meet the eligibility requirements for the program.

Changes in institution/position 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 September 2023. To ensure receipt of notifications from the application portal, it is highly recommended to include [awards@mail.asco.org](mailto:awards@mail.asco.org) to the applicant's safe sender list. All communication regarding applications, including award notifications, will be sent to the preferred email address on the applicant's membership profile. For questions, please contact [ProfessionalDevelopment@asco.org](mailto:ProfessionalDevelopment@asco.org).

## **Application Procedures**

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

Accessing the ASCO and Conquer Cancer application portal requires an ASCO profile. Applicants can create a profile at [profile.asco.org](https://profile.asco.org). **Note: While an ASCO profile is required to access the application portal, ASCO membership is not required to create a profile.**

**Applicants are encouraged to start their application early due to the complexity of the online application process.** The full application must be submitted by **11:59 PM ET on June 30, 2023**. No late applications will be accepted. Please note that technical assistance is only available until 5:00 PM ET on June 30.

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

### **Application Guide**

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

1. Applicant Information (required)
2. Applicant Short Answer Questions (required)
3. Personal Statement (required)
4. Winn CDA Independent Professional Development Plan (IPDP) (required)
5. Applicant's CV or Biosketch (required)
6. Winn CDA Mentor Recommendation Form (required)
7. Budget (required)
8. Institutional Letter of Support from Department Chair or Dean (required)
9. Institutional Approval (required)
10. 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 profile. If changes need to be made to the applicant's information, visit [profile.asco.org](http://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. Note: While an ASCO profile is required to access the application portal, ASCO membership is not required to create a profile.*
  - 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)
  - ASCO Member ID (if applicable)
- **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.

- What is your practice environment (i.e., Urban vs. rural vs. suburban; private practice vs. community practice vs. hybrid).
- After completing this form, click **“Mark as Complete”**.

**2. Applicant Short Answer Questions** (required) *Limit 100 words.*

- Please list names of all clinical research or clinical trials training/workshop and provider.
- Have you enrolled participants in clinical trials? If yes, please list past experiences.
- Have you participated in clinical trials protocol development? If yes, please list past experiences.
- Have you received research support as key personnel within the past 5 years? If, yes, what was your role (i.e., PI, co-PI, sub-investigator, study physician, etc.)?

*Please provide bulleted short answers to the following:*

- Thinking about obstacles faced by clinical trialists, state the most important lesson(s) you learned from participation in Winn CDA.
- Describe how participation in Winn CILA would align with your career goals.

**3. Personal Statement (required)**. The personal statement must not exceed two (2) pages.

Describe your commitment to diversifying cancer clinical trials:

- a. Share examples of specific actions or initiatives you have undertaken in the past that demonstrate your commitment to increasing diversity in clinical trials.
- b. Describe how you intend to include community voices and perspectives in clinical trials going forward. Provide examples of how you plan to collaborate with community organizations or other stakeholders to promote diverse participation in clinical trials.
- c. Describe how you plan to integrate community outreach and engagement strategies in your future role as a clinical trialist.

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

Use this file naming convention: *2024CILA\_PersonalStatement\_[Last name First Name]* (e.g., *2024CILA\_PersonalStatement\_Smith Sally*).

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

**4. Winn CDA Independent Professional Development Plan (IPDP) (required)**

Applicants are required to upload an updated Independent Professional Development Plan (IPDP).

Upload as a PDF file. Click **“Attach File”** and select the file to be uploaded in the application. Use this file naming convention: *2024CILA\_IPDP\_Last Name* (e.g., *2024CILA\_IPDP\_Smith*)

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



**5. Applicant’s Biosketch (required).**

Applicants should use the NIH biosketch [template](#) provided with an expiration date of 09/30/2024. The biosketch must not exceed five (5) pages. To complete the biosketch, please refer to these [instructions](#).

Upload as a PDF file. Click “**Attach File**” and select the file to be uploaded in the application. Use this file naming convention: *2024CILA\_Biosketch\_Last Name (e.g., 2024CILA\_Biosketch\_Smith)*

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

**6. Winn CDA Mentor Recommendation Form (required).**

Please identify one (1) Winn CDA mentor to complete a recommendation form to assess the candidate’s demonstrated leadership traits and clinical trialist experience. Mentors will assess the applicant on the following:

**Demonstrated Leadership Traits of Applicant**

- Ability to clearly communicate ideas
- Ability to effectively build relationships
- Acts as a positive influence on a team
- Dependable, reliable and follows through on tasks
- Ability to effectively give and receive feedback

**Demonstrated Clinical Trialist Experience of Applicant**

- Applicant’s role in Winn CDA project (PI, co-PI, Sub-investigator, study physician, etc)
- Applicant’s experience developing a clinical trial protocol

**Overall Assessment**

- Applicant’s demonstrated readiness to serve as PI or co-PI on an NCTN clinical trial

To request a recommendation from the Winn CDA Mentor:

- 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 Mentor 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 Winn CDA mentor 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 Winn CDA Mentor has submitted the task, return to this section and click **“Mark as Complete”**.

#### 7. Budget (required).

The award funds will be directed to the Sponsoring Institution and used exclusively to protect 40% of the applicants’ time for during the three-year program term. The budget must be directly entered into the budget section of the online application.

##### **Budget guidelines:**

- Salary/Personnel: Note: the total award amount is up to 40% salary support (up to the National Institutes of Health cap).

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

#### 8. Institutional Letter of Support (required).

A letter from the Department Chair or Dean from the applicant’s sponsoring institution must be provided. This letter must include a statement of institutional support that will enable the applicant’s full participation in this three-year program, including that the applicant will have at least 40% protected time during the award period. This letter must be signed and on official letterhead.

**If the letter is not signed and not printed on official letterhead, Conquer Cancer will return the application.**

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

Use this file naming convention: *2024CILA\_InstitutionalLOS\_[Last name First Name]* (e.g., *2024CILA\_InstitutionalLOS\_Smith Sally*).

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

#### 9. Institution Approval (required).

The head of your institution’s Office of Sponsored Research, the authorized official representing the sponsoring institution, must approve your application before submission by completing the “Institutional Approval” task.

- 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”**.

#### **10. 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)
- Applicant Short Answer Questions (required)
- Personal Statement (required)
- Winn CDA Independent Professional Development Plan (IPDP) (required)
- Applicant's CV or Biosketch (required)
- Winn CDA Mentor Recommendation Form (required)
- Budget (required)
- Institutional Letter of Support from Department Chair or Dean (required)
- Institutional Approval (required)
- Review and Submit (required)

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

### Getting Started

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

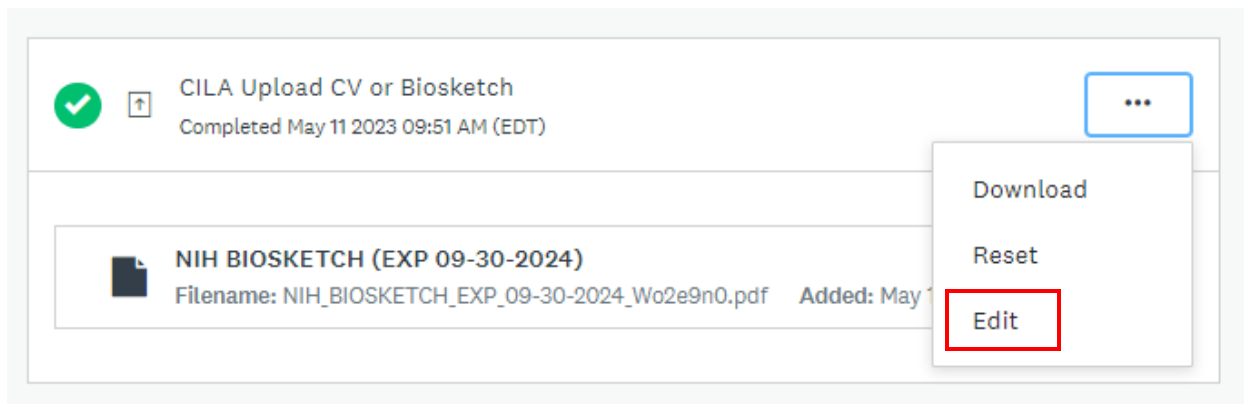
- *If you have an existing ASCO account*, use your ASCO credentials to log into the application portal. If you are having issues logging in, click the “Need Help?” link in the “Log-in” page.
- *If you do not have an ASCO account*, go to [awards.asco.org](https://awards.asco.org) and click “Log-in” in the top right corner of the screen. On the next screen, click “Create Account” and follow the prompts to complete your account setup and create a password. After your account is set up, you will be returned to the application portal.
- *To initiate an application*, once logged into the application portal, click “View Programs”, select the program “Robert A. Winn Diversity in Clinical Trials: Clinical Investigator Leadership Award powered by Conquer Cancer’s EveryGrant® (Winn CILA)”, and click “**Apply**”.
- *NOTE:* Make sure that your ASCO 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 [ProfessionalDevelopment@asco.org](mailto:ProfessionalDevelopment@asco.org).

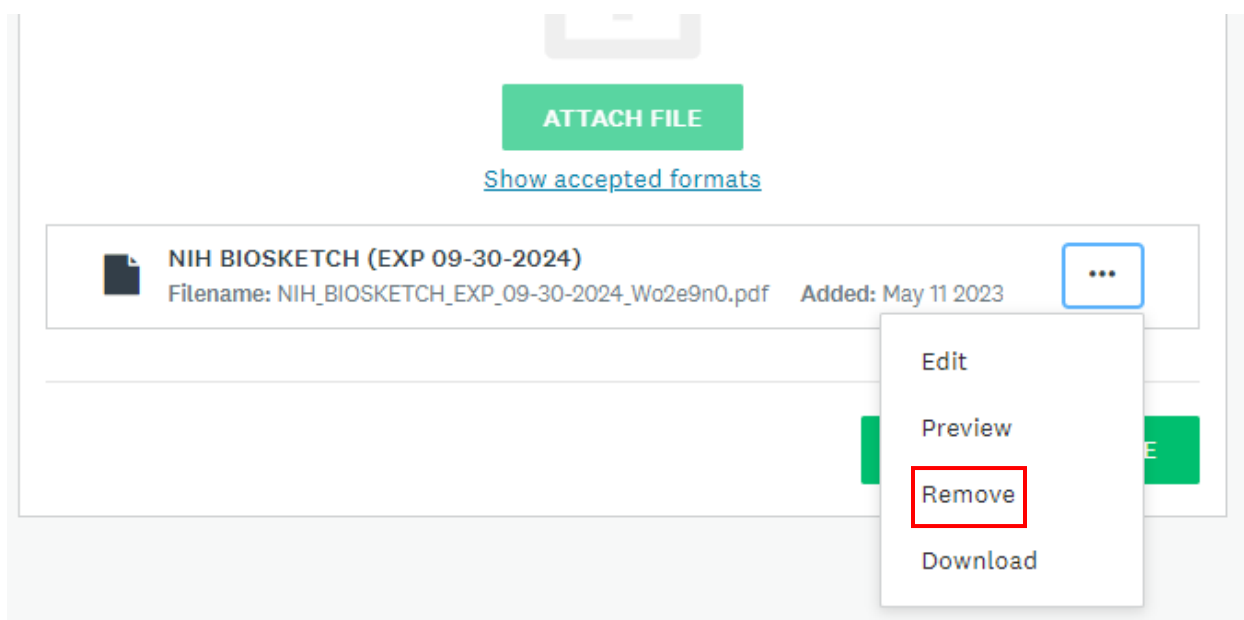
### Navigating the Application

- 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., Upload CV or Biosketch), 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, your application will be returned.**
- 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 your mentor 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.

The screenshot shows a task interface for 'CILA Mentor 1 Invite'. At the top, there is a green circular icon with a white arrow, a thumbs-up icon, and the text 'CILA Mentor 1 Invite'. Below this is a section for 'Task instructions' with a 'Hide' link. The instructions state: 'Invite your Mentor to submit a recommendation for your application. If your Mentor has an ASCO user account, use your Mentor's email address associated with their ASCO account to ensure access to the recommendation task in the Application Portal. If you used an incorrect email address, you may withdraw your request and create a new request using the correct email address. To resend or withdraw your request, click the ellipsis (...) and select from the options. Once your Mentor submits the recommendation, you will receive a notification. Click Mark as Complete.'

Below the instructions is a table of recommendations. The table has a header 'Recommendations' and a note 'You will not be able to review the contents of received recommendations.' The table contains one entry:

Recommendations	Requested	Actions
App1YIA Blackwell App1YIA@mailinator.com	Requested: May 11 2023	...

A dropdown menu is open from the ellipsis icon, showing two options: 'Resend request' and 'Withdraw request'. The 'Withdraw request' option is highlighted with a red box. At the bottom right, there is a green button labeled 'MARK AS COMPLETE'.

## Receiving Notifications

Add [awards@mail.asco.org](mailto:awards@mail.asco.org) and [ProfessionalDevelopment@asco.org](mailto:ProfessionalDevelopment@asco.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 [ProfessionalDevelopment@asco.org](mailto:ProfessionalDevelopment@asco.org) for additional assistance.