GENERAL INSTRUCTIONS AND ELIGIBILITY CRITERIA

American Cancer Society (ACS) awards are intended to support independent, self-directed investigators early in their careers who have no current national grant support of their own. The goal is to support junior faculty in initiating cancer research projects so they can obtain preliminary results that will enable them to compete successfully for national research grants.

The ACS defines junior faculty as investigators at the rank of assistant professor or equivalent who are eligible to apply for independent national competitive research grants (e.g., NIH, ACS, DOD, NSF). Applicants for IRG pilot projects should be within six (6) years of their first independent research or faculty appointment. Awards to postdoctoral fellows, graduate students and senior faculty are not allowed.

Recipients of IRG pilot project grants are not required to be United States (U.S.) citizens. However, any applicant for IRG pilot project funding who is not a U.S. citizen must hold a visa that will allow him or her to remain in the U.S. long enough to complete the IRG pilot project. Proof of visa is required with application.

Applications must be submitted on the American Cancer Society form pages. Detailed instructions are listed below.

Awards will be up to a maximum of $30,000 each.

Applications are due no later than Wednesday, May 31, 2017 at 5:00 p.m.

FORMATTING THE APPLICATION

a. American Cancer Society forms
The submitted version should be on American Cancer Society forms and be easily readable as the reviewers are reading many applications.

b. Page length
See individual page instructions. Please use single-spaced text throughout the application.

c. Type size, Margins, and Page numbering
Use ARIAL font, no less than 11 point type. A 9-point Arial font type may be used for figures, legends, and tables. The margins of your text should be at least 1/2 inch all around. All pages must be consecutively numbered in the upper right hand corner (do not use page designations such as "4A" or "4B")

PREPARING THE APPLICATION

a. Face Page
Complete Face Page form. Ensure all required signatures are included.

b. Biographical Sketch
Complete ACS biographical form included in template.
c. Abstract
Complete ACS form included in template. Provide a brief (300-500 words) summary of the research, including Background, Objective/Hypothesis, Specific Aim(s), Study Design, and Cancer Relevance.

d. Description of Research Proposed
Six (6) single-spaced pages maximum (including tables, figures, graphs) are allocated for this section. No appendices allowed.

The following headings should be used:

A. Specific Aims: State concisely the hypothesis to be tested and the specific aim(s) to be achieved during the grant period. The aims must be reasonable to achieve during the one-year period of grant support.

B. Background and Preliminary Studies: Discuss the relevant research findings that have been described in the scientific literature and how this proposal will add to these results. Also discuss any preliminary data obtained by the applicant that are relevant to this proposal.

C. Experimental Design and Methods: Describe how your will do the research. Concisely present the experimental design and the methods to be used to accomplish the specific aims. Include how the data will be collected, analyzed, interpreted and how they will lead to future investigations. Well-documented experimental methods and standard procedures may be described very briefly or referenced, but novel experimental approaches should be described in more detail.

IMPORTANT: Each proposal is reviewed by a biostatistics reviewer. Prior to your submission, you are strongly encouraged to contact Dr. Judy Abrams (abramsj@karmanos.org), Dr. Lance Heilbrun (heilbrun@karmanos.org), Dr. Wei Chen (chenw@karmanos.org), Dr. Greg Dyson (dysong@karmanos.org), or Dr. Seongho Kim (kimse@karmanos.org) of the Karmanos Biostatistics Core (http://www.karmanos.org/Biostats) who have expertise in statistical science to ensure scientific rigor in study design, statistical analysis, and interpretation of cancer research.

D. Cancer Relevance: Provide a brief statement explaining the potential relevance to cancer of the proposed work.

E. Literature Cited (not included in page limitation): List all references pertinent to the proposed research. Each reference must include the title, names of all authors, book or journal, volume number, page numbers, and year of publication.

e. Budget/Budget Justification
Complete Budget Proposed form. See ACS Expenditures allowed/not allowed listed below. Provide details on the proposed budget and justifications for the project period. One additional page for budget justification may be included. Allocations are restricted to a maximum of $30,000 direct costs for one year only. No indirect costs are allowed.

ACS EXPENDITURES ALLOWED
• Research supplies and animal maintenance
• Technical assistance
• Domestic travel when necessary to carry out the proposed research program
• Publication costs, including reprints
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- Costs of computer time
- Special fees (pathology, photography, etc.)
- Stipends for graduate students and postdoctoral assistants if their role is to promote and sustain the project presented by the junior faculty member
- Equipment costing less than $2,000. (Special justification is necessary for items exceeding this amount)
- Registration fees at scientific meetings

ACS EXPENDITURES NOT ALLOWED
- Salary of principal investigator (IRG Chair or pilot project grant recipient)
- Honoraria and travel expenses for visiting lecturers
- Secretarial/administrative salaries
- Student tuition and student fees including graduate and undergraduate; however, tuition is an allowable expense for the principal investigator of a Mentored Research Scholar Grant.
- Foreign travel (special consideration given for attendance at scientific meetings held in Canada)
- Books and periodicals except for required texts for coursework in the approved training plan for MRSGs.
- Membership dues
- Office and laboratory furniture
- Office equipment and supplies
- Rental of office or laboratory space
- Recruiting and relocation expenses
- Non-medical services to patients (travel to a clinical site or patient incentives are allowable expenses)
- Per-diem charges for hospital beds
- Construction, renovation, or maintenance of buildings/laboratories

e. Cancer Relevance
Complete ACS Cancer Relevance form included in template.

f. Research Promotion
Complete ACS Research Promotion form included in template.

APPLICATION REVIEW

Each proposal will be reviewed by two or more ACS IRG committee members, including a biostatistics reviewer, and scored by each committee member using the NIH scoring system and process. Scores and a copy of written critiques will be provided to individual applicants after the funding decisions have been made.

Review criteria include:
- cancer relevance;
- scientific merit;
- potential the research will form the basis for peer-reviewed extramural funding.

The anticipated funding period start date is September 1, 2017.
AWARDEE OBLIGATIONS

ACS-IRG Pilot Project award recipients agree to the following:

• Awardees must acknowledge the ACS in any publications or presentations related to their IRG funding by including the statement “This publication is supported by Institutional Research Grant number 14-238-04-IRG from the American Cancer Society.”

• For 5 years following award receipt, awardees will complete an annual Pilot Project Progress Report (1–2 pages) for Karmanos Cancer Institute’s (KCI) Department of Research Administration.

• Awardees agree to serve on a future Review Committee or participate in an ACS activity, if requested.

• Awardees may be requested to give a brief presentation or prepare a poster on their pilot project results at a future KCI Grand Rounds research seminar or research retreat.

• Awardees must submit IACUC and/or IRB approval documents to KCI’s Department of Research Administration prior to beginning any animal/human related research.

• Awardees are expected to complete their pilot projects within their approved project period and budget, unless an extension is requested and approved in writing. Cost extensions are not automatic and remaining funds cannot be transferred to another account.

SUBMITTING THE APPLICATION

a. Submit a single PDF containing all documentation to researchadmin@karmanos.org.

b. Applications are due: Wednesday, May 31, 2017 by 5:00 p.m.

If there are any questions, please contact Jayne Bissonette at 313-576-9714 or bissonej@karmanos.org