Pancreatic Cancer Action Network-AACR
Career Development Awards

2015 Program Guidelines and Application Instructions

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PROGRAM GUIDELINES

PROGRAM SUMMARY

The Pancreatic Cancer Action Network-AACR Career Development Awards represent a joint effort to encourage and support junior faculty who have completed their most recent doctoral degree or medical residency within the past 11 years at the start of the grant term to conduct pancreatic cancer research and establish successful career paths in this field. The research proposed for funding may be basic, translational, clinical or epidemiological in nature and must have direct applicability and relevance to pancreatic cancer.

The grants provide $200,000 over two years ($100,000 per year) for expenses related to the research project, which may include salary and benefits of the grant recipient, postdoctoral or clinical research fellows, graduate students and/or research assistants, research/laboratory supplies, equipment and publication charges for manuscripts that pertain directly to the funded project.

It is anticipated that multiple Career Development Awards will be funded.

APPLICATION DEADLINE
October 29, 2014 at **noon**, Eastern Time

DECISION DATE
March 2015

ANNUAL GRANTS RECEPTION AND DINNER AT AACR ANNUAL MEETING 2015
April 21, 2015 - Grant recipient must attend the Grants Reception and Dinner and formally accept the grant. Support for travel and complimentary registration to attend the Annual Meeting will be provided separate from the grant by the AACR.

START OF GRANT TERM
July 1, 2015

PANCREATIC CANCER ACTION NETWORK GRANTEE WEEKEND
August 27-30, 2015 in San Diego, CA and 2016 (date and location to be determined) - Grant recipients will be required to attend if invited. The weekend includes scientific sessions in which grantees report on their funded projects and receive input from senior advisors, and engage with the organization's Board of Directors, donors and the broader pancreatic cancer community. Support for travel to attend the grantee weekend is provided separate from the grant by the Pancreatic Cancer Action Network.

APPLICANT ELIGIBILITY CRITERIA
Applicants must have a doctoral degree (including PhD, MD, DO, DC, ND, DDS, DVM, ScD, DNS, PharmD, or equivalent doctoral degree) in the biomedical sciences or in a field applicable to health science research and not currently be a candidate for a further doctoral or professional degree.

At the start of the grant term on July 1, 2015, applicants must:

- Hold a full-time faculty position with the title of instructor, research assistant professor, assistant professor, or an equivalent full-time faculty position

- Have completed his or her most recent doctoral degree within the past 11 years (i.e., degree cannot have been conferred **before** July 2, 2004)

  - Applicants with a medical degree must have completed his or her most recent doctoral degree or medical residency - **whichever date is later** - within the past 11 years (time spent in medical specialty or subspecialty training is not considered part of medical residency and will counted against the 11-year window)

- Have independent laboratory space as confirmed by your institution

- Work at an academic, medical, or research institution within the United States. (There are no citizenship requirements; however, an applicant who is not a U.S. citizen or permanent resident, by submitting an application for this grant, assures that his/her visa status will provide sufficient time to complete the project and grant term within the United States.) Employees or subcontractors of a U.S. government entity or for-profit private industry are not eligible.

AACR membership is required. Nonmembers interested in this grant opportunity must submit a satisfactory application for AACR Active Membership by Wednesday, October 29, 2014. The application will be applied to 2014 membership dues. Applications may be submitted using the Official AACR Membership Application online or downloaded as a PDF and submitted to the AACR office with the required documents.

Any individual who currently holds an active AACR grant may not apply for a Pancreatic Cancer Action Network-AACR Career Development Award. Past grantees may apply if they complied with all progress and financial report requirements. However, current recipients of Pancreatic Cancer Action Network-AACR grants may apply for the Pancreatic Cancer Action Network-AACR Research Acceleration Network Grants if they complied with all progress and financial report requirements.

Investigators may submit only **one** application for a Pancreatic Cancer Action Network-AACR Career Development Award. Applicants for the Pancreatic Cancer Action Network–AACR Career Development Awards may also apply (or participate on a project team) for the Pancreatic Cancer Action Network-AACR Research Acceleration Network Grants. Individuals may also concurrently apply for other AACR grants. Individuals may be awarded a 2015 Pancreatic Cancer Action Network–AACR Career Development Award and a 2015 Pancreatic Cancer Action Network-AACR Research Acceleration Network Grant but cannot hold either of these grants along with an AACR grant not funded by the Pancreatic Cancer Action Network.

Postdoctoral or clinical research fellows or the equivalent who will be working under the auspices of a scientific mentor at the beginning of the grant term (July 1, 2015) are only eligible to apply for the Pancreatic Cancer Action Network-AACR Pathway to Leadership Grant (if in the first five years of

postdoctoral or clinical research fellowship), but may also be part of a project team, though not as a co-PI, for a Pancreatic Cancer Action Network–AACR Research Acceleration Network Grant.

Independent investigators who have exceeded the 11-year window for the Career Development Award are invited to apply for a Pancreatic Cancer Action Network-AACR Research Acceleration Network Grant.

All applicants with questions about eligibility should contact AACR at grants@aacr.org **before** submitting an application.

TOBACCO INDUSTRY FUNDING AND CONFLICTS OF INTEREST STATEMENT

Scientific investigators or health professionals who are funded by the tobacco industry for any research project are not eligible for any AACR-administered grant. Grantees who accept funding from the tobacco industry for any research project during the term of an AACR-administered grant must inform AACR of such funding, whereupon the AACR-administered grant will be immediately terminated.

Tobacco industry funding is defined for purposes of applicants and recipients of AACR-administered grants as money provided or used for all or any of the costs of any research project, including personnel, consumables, equipment, buildings, travel, meetings and conferences, and operating costs for laboratories and offices. It is not defined as money provided or used for meetings or conferences that do not relate to any particular research project.

Tobacco industry funding includes: funds from a company that is engaged in or has affiliates engaged in the manufacture of tobacco produced for human use; funds in the name of a tobacco brand, whether or not the brand name is used solely for tobacco products; funds from a body set up by the tobacco industry or by one or more companies engaged in the manufacture of tobacco products.

The following do not constitute tobacco industry funding for the purposes of this policy:

- Legacies from tobacco industry investments (unless the names of a tobacco company or cigarette brand are associated with them)

- Funding from a trust or foundation established with assets related to the tobacco industry but no longer having any connection with the tobacco industry even though it may bear a name that (for historical reasons) is associated with the tobacco industry

RESEARCH PROJECT CRITERIA

Research projects must have direct applicability and relevance to pancreatic cancer. They may be in any discipline of basic, clinical, translational or epidemiological research, and fall within at least one of the categories of the Common Scientific Outline (Biology; Etiology; Prevention; Early Detection, Diagnosis, and Prognosis; Treatment; or Cancer Control, Survivorship, and Outcomes Research [https://www.icrpartnership.org/CSO.cfm]).

LETTERS OF REFERENCE

Each applicant must have a letter of reference from a nominator accompany the online application. A nominator can be the applicant's department chair, division head, or dean. If the nominator is not an

active, emeritus, or honorary member of AACR, an additional letter of reference from an endorser who is an active, emeritus, or honorary member of AACR must accompany the application. Instructions for submitting letter(s) of reference are addressed below on page 8, Section 6 in the Application Instructions.

EVALUATION OF APPLICATIONS

Applications are peer-reviewed by a Scientific Review Committee comprised of scientists respected for their own accomplishments in pancreatic cancer research and as leaders in the field. The President of AACR will appoint the members of the Scientific Review Committee.

The Committee will consider the following criteria when reviewing applications and determining funding decisions:

- *Investigator*. What training and experience does the applicant have to ensure successful implementation of the proposed project? Does the applicant have demonstrated capacity to carry out independent research? Is there evidence that the applicant is developing a successful track record in pancreatic cancer research or that they could make a career commitment to this field of research?

- *Significance.* Is the scientific and technical merit of the proposed project of significance? Is the proposed project of high quality, and what potential does it have to advance the field of pancreatic cancer research and benefit patients?

- *Approach.* Are the overall strategy, design, and methodology well-reasoned and appropriate to accomplish the specific aims of the project within the grant term? Are potential problems, alternative strategies and benchmarks for success presented? Is the budget fully justified and reasonable in relation to the proposed project?

- *Institutional Environment.* What evidence is provided of institutional commitment for the scientific development of the applicant? What support, equipment and resources will be available to the applicant and are they adequate to successfully complete the proposed project?

The Committee will consider each year's Career Development Award applicants independently, without regard to the topics covered in previously funded proposals or to the institutions of the previous grantees.

APPLICATION INSTRUCTIONS

APPLICATION PROCEDURES

AACR requires applicants to submit an electronic application by noon, Eastern Time on Wednesday, October 29, 2014, using the proposalCENTRAL website at https://proposalcentral.altum.com.

In order to submit a complete application, applicants need to directly input information (i.e. sections 1, 4, 5, and 7-9 below) into the online application platform as well as upload a number of documents. The following instructions provide details about information that needs to be inputted and the materials that need to be uploaded. The section numbering corresponds with the section number of the online application.

Information to be Entered Directly into proposalCENTRAL	Instructions/proposalCENTRAL Section
Project Title	1
Applicant Information	4
Institution and Contacts	5
Scientific Abstract	7
Budget	8
Organizational Assurances	9

Templates to be Downloaded, Completed and Uploaded	Instructions/proposalCENTRAL Section
Research Project Proposal Template	10.A.
Secured Other Support Template	10.B.
Pending Other Support Template	10.C.
Budget Justification Template	10.D.
Project Milestones Template	10.E.

Non-Template Materials to be Uploaded	Instructions/proposalCENTRAL Section
Applicant's Biographical Sketch	10.F.
Letter(s) of Reference (uploaded by Nominator and/or Endorser)	6
Supporting Documentation (if applicable)	10.G.

Materials to be Downloaded, Printed, Signed, Scanned and Uploaded	Instructions/proposalCENTRAL Section
Terms and Conditions Signature Page	10.H.
Applicant Checklist (if applicable)	10.I.
Application Signature Page	10.J./13

APPLICATION FORMAT
The following information is required to submit a complete application. Numbers correspond to the application sections found on the left side of the proposalCENTRAL website.

1. **TITLE PAGE.** Enter the title of the research project directly into proposalCENTRAL system. The title is limited to no more than 75 characters in length (including spaces). Do not use abbreviations. A

<u>project title must be entered **and saved** before additional sections may be accessed</u>.

2. **DOWNLOAD TEMPLATES & INSTRUCTIONS**. The Program Guidelines and Application Instructions document, the Terms and Conditions document, Applicant Eligibility Checklist (if applicable), and all templates can be downloaded from this page.

You must download and complete the following five templates: Research Project Proposal Template, Secured Other Support Template, Pending Other Support Template, Budget Justification Template and Project Milestones Template.

- Click the "Download" link to save each of the templates to your computer.

- Use your word processing software (e.g., MS Word, WordPerfect) to complete the Research Project Proposal Template, Secured Other Support Template, Pending Other Support Template, and Budget Justification Template, and your spreadsheet software (e.g., MS Excel) to complete the Project Milestones Template on your computer and then convert templates to PDF format. You do not need to be connected to the internet or proposalCENTRAL while working on the templates.

- Upload the completed template files to your online application.

See below on page 9, Section 10 in the Application Instructions for how to complete and upload the templates. This application also requires an additional attachment for which a template is not provided (applicant's biographical sketch and supporting documentation [if applicable]).

3. **ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.** Optional.

4. **APPLICANT.** Enter information for the applicant directly into proposalCENTRAL system.

5. **INSTITUTION & CONTACTS.** Enter information regarding the lead institution, the nominator, the endorser (if applicable) and signing official directly into proposalCENTRAL system.

6. **LETTERS OF REFERENCE.** Enter directly into proposalCENTRAL system the e-mail address of the nominator submitting a letter of reference. Enter the e-mail address again to confirm and click "Add." If the nominator's e-mail address is in the proposalCENTRAL system, you will be prompted to "Send E-mail" to the nominator. **The e-mail will contain instructions and a link to upload the letter of reference directly to the application.** If the nominator's e-mail address is not in the proposalCENTRAL system, you will be prompted for the nominator's first and last name before being prompted to "Send E-mail."

If the nominator is not an active, emeritus, or honorary member of AACR, repeat the steps above to send a letter of reference request to an endorser who is an active, emeritus, or honorary member of AACR. If your nominator is an AACR member, a letter of reference from an endorser will **not** be accepted in addition to the nominator's letter of reference.

The letter(s) of reference are uploaded directly from the nominator and endorser (if necessary) to the proposalCENTRAL application; these letters must be uploaded before the application can be submitted. Applications cannot be submitted without a Letter of Reference. Applicants can view letter submission status by returning to proposalCENTRAL's Letters of Reference section.

7. **SCIENTIFIC ABSTRACT.** Enter the abstract directly into proposalCENTRAL system. The abstract should be limited to 3,000 characters (including spaces) and must provide a clear, concise and comprehensive overview of the proposed work, including the background; objective or hypothesis and its supporting rationale; specific aims of the study; study design; and relevance of the proposed

work to pancreatic cancer.

NOTE: The proposalCENTRAL system does not lock the scientific abstract field after 3,000 characters have been entered. You may erroneously enter more than the maximum allowed. To ensure that your abstract submission is not too long, before proceeding to the next section, click the red "Save" button at the top or bottom of the screen. If your scientific abstract is too long, you will receive an error message at the top of the page.

From the list provided, select the research areas that are most applicable to this project. Select no more than two areas.

From the list provided, please indicate how you found out about this grant opportunity.

8. BUDGET. Enter proposed expenses related to the research project, which may include the salary and benefits of the grant recipient, postdoctoral or clinical research fellows, graduate students and/or research assistants, research/laboratory supplies, equipment and publication charges for manuscripts that pertain directly to the funded project. (See Terms and Conditions document for information on publishing in AACR journals.) Budget requests for equipment that exceed 10% of the total budget must be accompanied by a detailed justification.

Indirect costs, tuition, travel, professional membership dues, general office supplies, institutional administrative charges (e.g., telephone, other electronic communication, IT network, etc.), pre-award charges, and any other expenses not directly related to the project are **not** allowable expenses. In addition, no grant funds may be directed to any U.S. government entity or for-profit private industry.

A detailed budget justification explaining the allocation of the grant funds must accompany the application. See section 10.D. for Budget Justification instructions.

9. ORGANIZATIONAL ASSURANCES. Select the appropriate assurances options for your proposed research and complete the Approved or Pending Date field as appropriate (i.e. mm/dd/yyyy, N/A, or None). The assurances/certifications are made and verified by the signature of the institutional official signing the application. If a grant is awarded, IRB and/or IACUC approval (if applicable) must be submitted in writing to the AACR's Scientific Review and Grants Administration Department.

10. APPLICATION DOCUMENTS.
Formatting Instructions. Applicants must adhere to the following instructions in completing the templates. Failure to observe type size specifications and/or page limits may result in the return of the application without review.

▪ Type size. Must use 12 point Times New Roman for the text, and no smaller than 9 point type for figures, legends, and tables.

▪ Single-spaced text. Single-spacing is acceptable, and space between paragraphs is recommended.

▪ Margins. The page margins must be no less than .75 inches on each side.

▪ Page numbering. The Proposal Narrative must be numbered consecutively; do not use section designations such as "3A" or "3B."

▪ Tips and techniques for inserting images in documents.

· Reduce the file size of documents with images by "inserting" the image (as opposed to "cutting" and "pasting"). Save graphical images as a JPG or GIF file. Insert the image into the

document by selecting "Insert – Picture – From File" from the MS Word menu.

· Insert only GIF or JPG graphic files as images in your Word document. Other graphical file formats are either very large or difficult to manipulate in the document.

· Do not insert Quick Time or TIFF objects into your document.

· Anchor the images that you embed in your document.

· Once you have anchored the inserted image, you can format text to wrap around the image.

· Do not edit your images in Word. Use a graphics program.

· Do not embed your images in tables, text boxes, and other form elements.

· Do not add annotations over the images in Word. Add annotations to the images itself in a graphics program.

Using the templates where provided, prepare and upload the following documents into your application in portable document format (PDF):

A. **Research Project Proposal.** *Complete on the template available from the proposalCENTRAL website. (Refer to page 8, Section 2 in the Application Instructions for details.) The information must be presented in this order:*

I. **Contents Page.** Complete the Table of Contents by indicating the appropriate page numbers for each section. The Table of Contents page should not exceed 1 page.

II. **Lay Abstract.** This abstract, limited to 3,000 characters (including spaces), must provide a clear, concise and comprehensive overview of the proposed work. The lay abstract should be different from the scientific abstract described above on page 9, Section 7 in the Application Instructions. Please make sure to prepare the lay abstract in language suitable for a non-scientific audience of pancreatic cancer survivors. Do not use abbreviations. It should include the background, purpose, objectives, and study design of the project; how it builds on existing research and will contribute to the field of pancreatic cancer research; and how the results will help pancreatic cancer patients in the future. If the project is new and innovative, discuss how.

III. **Proposal Narrative.** Limited to 6 pages, including figures and tables. The Contents Page, Lay Abstract, Facilities and References sections do not count against this page limit. The Proposal Narrative must be presented in this order: (A) Title of Research Project;
(B) Introductory Statement, Background, Preliminary Data and Rationale; (C) Specific Aims;
(D) Research Design and Methods; and (E) Significance and Statement of Relevance to Pancreatic Cancer.

IV. **Facilities.** Limited to 2 pages. Please provide a description of the research facilities, resources, and equipment that are available to the applicant and that will allow successful implementation of the proposed research program.

V. **References.** Limited to 3 pages. AACR reference style follows that of the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*. Note that the *Uniform Requirements* specify that, for articles with more than 6 authors, the names of the first 6 authors must be listed, followed by "et al." For articles with 6 or fewer authors, all authors should be listed.

Reference examples:

Journal article
Warrell RP Jr, Frankel SR, Miller WH Jr, Scheinberg DA, Itri LM, Hotelman WN, et al. Differentiation therapy of acute promyelocytic 584 leukemia with tretinoin (all-trans-retinoic acid). N Engl J Med 1991;324:1385–93.

Book chapter
Yuspa SH, Hennings H, Roop D, Strickland J, Greenhalgh DA. Genes and mechanisms involved in malignant conversion. In: Harris CC, Liotta LA, editors. Genetic mechanisms in carcinogenesis and tumor progression. New York: Wiley-Liss; 1990. p.115–26.

Article in press
Articles in press may be listed among the references provided a journal name and tentative year of publication can be verified.

B. **Secured Other Support.** In the table provided, list all **existing** support (institutional, federal, etc.) that has been secured and will be used by the applicant during the term of this grant (07/01/2015 – 06/30/2017). List all support for the applicant, including those grants for which the applicant is not the Principal Investigator. This may include support for different projects. For each grant or funding source, please provide:

- Name of Principal Investigator
- Name of Grant/Funding Source
- Title of Project
- Funding Agency
- Grant Term
- Amount of Funding
- Percent Effort of Applicant
- List of Specific Aims

C. **Pending Other Support.** In the table provided, list all support that has been applied for (institutional, federal, etc.), but has not yet been secured or awarded, that will be used by the applicant during the term of this grant (07/01/2015 – 06/30/2017). List all potential support for the applicant, including those grants for which the applicant is not the Principal Investigator. This may include support for projects with different aims. For each potential grant or funding source, please provide:

- Name of Principal Investigator
- Name of Grant/Funding Source
- Title of Project
- Funding Agency
- Grant Term
- Amount of Funding
- Percent Effort of Applicant
- List of Specific Aims

NOTE: If at any time prior to selection and notification an applicant is awarded any funding that may overlap with the 2015 Pancreatic Cancer Action Network-AACR Career Development Award,

the applicant must notify AACR immediately.

D. **Budget Justification.** *Complete on the template available from the proposalCENTRAL website. (Refer above on page 8, Section 2 in the Application Instructions for details.)* Limited to 2 pages. Applicant must indicate the percentage of time to be spent on this project. Applicant must also indicate their salary and, if any part of their salary is requested, the percentage of salary requested may not exceed the percent effort the applicant will dedicate to the project. In addition, identify by name and title any additional personnel, and their specific responsibilities, during each year of the proposed project; research/laboratory supplies, equipment and publication charges for manuscripts that pertain directly to the funded project. Note if individual is a postdoctoral or clinical research fellow. For positions that are not yet filled, indicate "**TBD**" in the name field. Detailed justification is required for budget request for equipment that exceeds 10% of the total budget.

E. **Project Milestones.** *Complete Column A of the Milestones Template available from the proposalCENTRAL website. (Refer above on page 8, Section 2 in the Application Instructions for details.)* The Milestones Template is meant to list the various steps necessary to complete your research goals and the estimated time it will take to complete each step. Please list your specific aims for the proposed project at the top of the template. Underneath each time period, identify the steps that will be needed to accomplish the aim(s) in that time period. For each step, note the corresponding aim in parentheses. Rows may be added/deleted to this template as needed. Reporting progress towards milestones further utilizing this template will be incorporated into the biannual reporting requirements for the project if funded. (To view an accurately completed Milestones Template please visit ftp://ftp.aacr.org, username: programs, password: aacr123).

F. **Applicant's Biographical Sketch.** The biographical sketch must be in English. The NIH Biographical Sketch Form [PHS 398/2590 (Rev. 06/09)] is an acceptable format. The biographical sketch may not exceed **four** pages.

G. **Supporting Documentation.** A letter of commitment from a collaborating clinician, drug manufacturer, or any collaborator providing data or materials necessary for the proposed research, may be uploaded as a Supporting Document. Letters of commitment should state a commitment to provide stated data/materials. Letters of commitment should comment only on the ability to provide for a research need, and should not comment on the applicant, or research environment. Supporting documentation must be requested directly from the source, presented on institutional or company letterhead, and be uploaded in PDF format.

There is no limit to the number of supporting documents that may be provided, however, documents that do not satisfactorily meet the description of appropriate supporting documents above, or tables, charts, articles, and other inappropriate additional materials will be removed.

H. **Terms and Conditions Document.** In order to ensure that the applicant is informed of the terms and conditions of the grant should he/she be selected as a recipient, a copy of the Terms and Conditions must be downloaded from the proposalCENTRAL site. Applicants must remove the final page of the Terms and Conditions document and sign and date it, indicating that they have reviewed the document. The terms and conditions of this grant may be modified or amended by AACR prior to execution of the Grant Agreement. *A scanned copy of the signed final page must be uploaded* to your online application in the Application Documents section.

I. **Applicant Checklist**. To ensure each applicant's independence, this checklist is required for any applicant holding a title **other than** "Assistant Professor." If the applicant will **NOT** have a

confirmed title of "Assistant Professor" at the start of the grant term on July 1, 2015, the following checklist **MUST** be downloaded from the proposalCENTRAL site, completed, signed by all required parties, and *a scanned copy must be uploaded* to the online application in the Application Documents section.

J.   **Signed Signature Page.** In order to ensure that the applicant, nominator, and institution have approved the application, applicants must print the signature pages, as described in section 13 below, and obtain all required signatures. The **signed signature page** (with original signatures from the applicant, nominator, and institution's signing official) must then be *scanned and uploaded* into the online application in the Application Documents section. These signatures transmitted by electronic means shall have the same force and effect as original signatures.

Uploading the attachments into your application. Once you have converted your attachments to PDF files, the next step is to upload the files to your online application.

▪   Make certain that the converted PDF files are closed on your computer.

▪   Open your application and go to the section for attaching files.

▪   Enter your own description of the file in the "Describe Attachment" field.

▪   Select the appropriate type of attachment from the drop-down list. *NOTE: After selecting attachment type, the screen will show the file types (e.g., PDF, .doc) that are allowed for that type of attachment. Only PDF attachments are permitted for this application submission.*

▪   Click on the "Browse" button to select the file from your computer.

◆   A "choose file" dialog box opens for you to search for the template file on your computer's hard disk or local area network.

◆   Select the file and click "Open."

◆   The file location and name will display in the window adjacent to the "Browse" button.

▪   Click on the "Upload Attachment" button. You will get a confirmation message on your screen that the file was uploaded successfully. You will also see that your file is now listed in the "Uploaded Attachment" section of the screen. Two links are available in each row of an uploaded attachment: DEL and SHOW. "DEL" allows you to delete the file, if necessary, and "SHOW" opens the uploaded file. **Open and review your uploaded files.**

In the section for attachments, all the required attachments are listed in the middle of the screen, just below where you upload your files. This list of required attachments helps you track completion and uploading of your required attachments. Once you upload a required attachment, that attachment type will be removed from the required list and will be displayed in the "Current list of uploaded attachments."

If you wish to modify the attached file, make the revisions to your *original* file on your computer (off-line), convert the file to PDF, and use the same process above to attach the newly revised file. **Delete any previously submitted versions of the file before submitting your application.**

SUBMITTING COMPLETE APPLICATION
11. PI DATA SHEET. This is an automatically populated data sheet based on the applicant's proposalCENTRAL profile. Information for gender, race, and ethnicity must be provided to AACR. If fields are not populated, go to Section 4, Applicant, and select the "Edit Professional Profile" tab in

the center of the screen. The applicant must then go to the column on the left side of the screen, select "4) Personal Data for Application," and enter his/her gender, race, and ethnicity. The Scientific Review Committee does not receive this information.

12. **VALIDATE.** Validate the application on proposalCENTRAL. This is an essential step. An application that has not been validated cannot be submitted. 'Validate' checks for required data and required attachments. You will not be able to submit if all the required data and attachments have not been provided.

13. **SIGNATURE PAGE(S).** After completing sections 1, 4, 5, 7, 8, and 9 of the electronic application (these sections also correspond to the sections of the Application Instructions), you may print the signature pages. Use the "Print Signature Pages" button to print the signature pages for signature.

    Note: Data that you entered in the sections 1, 4, 5, 7, 8, and 9 of the online application are automatically included in the signature pages. If information is missing in the signature pages, it could be because you have not entered the information in one of the online application sections OR the information is not required for this grant program. If the institution's Employer Identification Number (EIN) is not completed on the signature page, please request your institution to provide that information in their proposalCENTRAL profile.

    The print option "Print Signature Pages" prints the Signature Page, Application Contacts, Scientific Abstract, and Budget. If your institution wishes to review the application in its entirety, select the "Print Signature Pages and Attached PDF Files" option.

    Obtain required signatures and upload the signed signature page into the application in the Application Documents section. These signatures transmitted by electronic means shall have the same force and effect as original signatures. Do not upload the Application Contacts, Scientific Abstract, and Budget pages with the Signature Page.

    If you are not a current AACR Active Member, you must apply for membership using the Official Application for Membership [online](#) or [downloaded as a PDF](#). The application must be submitted to the AACR office with the required documents before Wednesday, October 29, 2014, the grant application deadline. Should you be deemed ineligible for AACR Active Membership, which is required to apply for this grant, your grant application will be withdrawn from consideration.

14. **SUBMIT.** After successfully passing the validate check, click the **'Submit'** link. An e-mail will be sent to you confirming your submission.

    Once your application is submitted you may view it by accessing the 'Submitted' link under the Manage Proposals tab. The status column will show "Submitted" and the date submitted. You may need to refresh your browser screen after submitting the application to see the updated status.

CHANGES TO YOUR APPLICATION

Withdrawal of Application. Please advise AACR promptly, in writing, should you decide to withdraw your application for any reason. Your letter (or e-mail) should include your name, the grant opportunity to which you applied, the project title, and the reason for withdrawal.

Change of Address. Notify AACR in writing of any changes of address, e-mail or phone number, following the submission of an application. Include your name and the application number.

Change of Institution or Position. If you change your institution or professional position, contact AACR to determine whether your application is still eligible for review.

INQUIRIES

Inquiries or technical issues regarding proposalCENTRAL and the online application process should be directed to customer support at 703-964-5840, or toll free at 1-800-875-2562, or by e-mail at pcsupport@altum.com.

Inquiries about the program guidelines, eligibility requirements, and application materials can be directed to Ms. Ashley Jones at AACR at 215-446-7280, or by e-mail at grants@aacr.org.

MORE ABOUT THE PARTNERS

The Pancreatic Cancer Action Network is the national organization creating hope in a comprehensive way through research, patient support, community outreach and advocacy for a cure. The organization is leading the way to increase the survival rate for people diagnosed with this devastating disease through a bold initiative—*The Vision of Progress: Double Pancreatic Cancer Survival by 2020.* Together, we can know, fight and end pancreatic cancer by intensifying our efforts to heighten awareness, raise funds for comprehensive private research, and advocate for dedicated federal research to advance early diagnostics, better treatments and increase chances of survival. For more information, go to www.pancan.org.

Founded in 1907, the American Association for Cancer Research (AACR) is the world's oldest and largest professional organization dedicated to advancing cancer research and its mission to prevent and cure cancer. AACR membership includes more than 34,000 laboratory, translational, and clinical researchers; population scientists; other health care professionals; and cancer advocates residing in more than 90 countries. The AACR marshals the full spectrum of expertise of the cancer community to accelerate progress in the prevention, biology, diagnosis, and treatment of cancer by annually convening more than 20 conferences and educational workshops, the largest of which is the AACR Annual Meeting with more than 18,000 attendees. In addition, the AACR publishes eight peer-reviewed scientific journals and a magazine for cancer survivors, patients, and their caregivers. The AACR funds meritorious research directly as well as in cooperation with numerous cancer organizations. As the Scientific Partner of Stand Up To Cancer, the AACR provides expert peer review, grants administration, and scientific oversight of team science and individual grants in cancer research that have the potential for near-term patient benefit. The AACR actively communicates with legislators and policymakers about the value of cancer research and related biomedical science in saving lives from cancer. For more information about the AACR, visit www.AACR.org.