



**PANCREATIC CANCER
ACTION NETWORK®**



American Association
for Cancer Research

FINDING CURES TOGETHER™

Pancreatic Cancer Action Network-AACR Research Acceleration Network Grant

2015 Program Guidelines and Letter of Intent Instructions

American Association for Cancer Research

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PROGRAM GUIDELINES

PROGRAM SUMMARY

The goal of the Pancreatic Cancer Action Network-AACR Research Acceleration Network (RAN) Grant is to provide funding and strategic assistance to a research project with the potential to double survival for pancreatic cancer by the year 2020. This project must be implemented by a multi-institutional team and include a clinical component with an endpoint relevant to improving the detection or treatment of pancreatic cancer. The RAN Grant will provide \$1,000,000 in funding for direct and indirect expenses related to the research project over a 1-3 year timeframe. In addition to the grant, the Pancreatic Cancer Action Network will provide strategic project management support to help optimize project implementation and progress during the grant term.

It is anticipated that at least one Research Acceleration Network (RAN) Grant will be funded.

LETTER OF INTENT DEADLINE

October 8, 2014 at **noon**, Eastern Time

APPLICANTS NOTIFIED OF DECISION STATUS OF LETTER OF INTENT

Mid-November 2014

APPLICATION DEADLINE *(for those invited to apply based on the Letter of Intent)*

January 14, 2015 at **noon**, Eastern Time

DECISION DATE

March 2015

START OF GRANT TERM

July 1, 2015

APPLICANT ELIGIBILITY CRITERIA

Two co-applicants serving as co-Principal Investigators (co-PIs) from distinct institutions are required. Additional co-PI's will be considered but their contribution must be well justified and add a critical perspective or role to the project. Principal Investigators (PIs) 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.

The applicant designated as the contact PI must be a full-time independent investigator affiliated with an academic, medical or research institution **within the United States**. Co-PIs can be affiliated with any academic, medical or research institution in the world.

Past and current recipients of any Pancreatic Cancer Action Network-AACR grant may apply for the RAN Grant if they complied with all progress and financial report requirements. **Any individual who currently holds an active AACR grant not funded by the Pancreatic Cancer Action Network may not apply.**

Only **one** Letter of Intent per contact PI will be accepted for the Pancreatic Cancer Action Network-AACR Research Acceleration Network Grant, although individuals may serve as a co-PI or contribute to more than one Letter of Intent.

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. Additional investigators from the named academic, medical, or research institution(s) are eligible to contribute as co-PIs, project investigators, or collaborators. Care should be taken to ensure that the project team has the expertise

to lead all aspects of the proposed project, including a clinical trial. Employees or subcontractors of a U.S. government entity or for-profit private industry cannot be the contact PI (applicant) or a co-PI. Employees or subcontractors of a U.S. government entity or for-profit private industry are eligible to be project investigators or collaborators but no grant funds may be directed towards these individuals.

For further details, see "Additional Eligibility Requirements" below.

RESEARCH PROJECT CRITERIA

The basis for the RAN Grant is the recognition that there is basic, translational, clinical, and epidemiological research already underway within the pancreatic cancer community that provides a strong foundation and significant resources that could be brought to bear on the 2020 goal of doubling survival for pancreatic cancer. The RAN Grant is designed to streamline and accelerate progress and effect the desired change in clinical outcome for this disease by linking synergistic capabilities, providing an efficient management structure, and providing funds that can be rapidly and strategically deployed. The project that is selected for a RAN Grant will leverage existing knowledge and experience and be milestone- and timeline-driven. The RAN Grant project must have a clinical component implemented at least by the beginning of the third year of the funding period. It is recognized that the RAN Grant project is likely to represent a critical step in a longer-term project with a projected completion date of 2020, requiring clinical research beyond the budget and time scope of the RAN Grant. In this case, a plan that outlines the subsequent studies and feasibility of their completion should be provided to allow an assessment of the potential to reach the goal of doubling survival by 2020. Clinical impact, scientific validity, and feasibility are overriding evaluation criteria in selecting the project to be funded by the RAN Grant.

The following scenarios are considered areas where there are sufficient developments within the pancreatic cancer field that could benefit from strategic acceleration. ***Note these are examples, and applications for the RAN Grant are not restricted to projects that conform to these scenarios.***

- An immunotherapy approach that clinically tests combinations of a previously-tested vaccine with one or several immune modifying factors.
- Preclinical testing of rational combinations of chemotherapeutic agents currently in early phase clinical development and initial combination clinical trials. A plan is included for subsequent clinical testing of resulting promising combinations if this exceeds the timeframe or budget of the RAN Grant.
- Neoadjuvant clinical study with tumor tissue for predictive and/or pharmacodynamic marker development.
- Adaptive clinical trial incorporating multiple targeted agents and predictive biomarkers.
- Clinical bioavailability studies for a promising imaging agent and the initiation of studies in a high-risk cohort.
- Large retrospective study with samples from multiple sites for an early detection or predictive serum biomarker panel with a feasible strategic plan for a prospective study. (The prospective study may be outside of the RAN Grant budget or timeframe but feasibly completed by 2020.)

Proposed RAN Grants must fall within the following two categories of the Common Scientific Outline: Early Detection and Treatment [<https://www.icrpartnership.org/CSO.cfm>]).

OVERSIGHT AND MANAGEMENT

The project funded by the RAN Grant will be directed by a Steering Committee designed to give all major stakeholders in the project equal decision-making authority. All co-PIs will be Steering Committee members. Additional Steering Committee members should be designated in the Letter of Intent. Steering Committee members should be selected for the unique and needed expertise that they would bring to the proposed project and can be affiliated with academic, medical and research institutions as well as industry and government agencies. A representative from the Pancreatic Cancer Action Network Leadership will participate in Steering Committee meetings but will vote only in the case of a stalemate.

Steering Committee activities will be managed by a Pancreatic Cancer Action Network-supported Project Manager, who will be responsible for the logistics involved in regular remote and face-to-face meetings, transfer of reagents and information, assistance with compliance and regulatory documents, and facilitation in identifying solutions for unexpected problems. The Pancreatic Cancer Action Network-supported Project Manager also convenes regularly scheduled teleconferences with the Co-PI's to discuss progress and next steps. This position is supported by funds outside of the grant award.

Co-applicants may use funds from the RAN Grant to support an on-site Project Manager to coordinate activities with the overall RAN Project Manager. The overall and on-site Project Managers will not be voting members of the Steering Committee.

BUDGET STIPULATIONS

Co-applicants may apply for total support of \$1,000,000 over 1-3 years. There will be no carryover of funds beyond the 3-year period, and investigators are urged to consider planning to complete the project in advance of a 3-year end date.

The budget for each year of the proposed project period should be initially estimated but will be regularly reviewed by the Steering Committee to allow flexible disbursement of funds in response to justifiable and unanticipated needs. Funds can be used for salaries and benefits, research/laboratory supplies, patient clinical trial costs, equipment, publication charges for manuscripts that pertain directly to the funded project, and other expenses. A budget for regular communications, travel for face-to-face Steering Committee meetings, and information exchange must be provided. Salaries for on-site project management personnel are allowable. For institutions that mandate payment of indirect costs, a maximum of 10% of the total grant may be used for this purpose. Tuition, professional membership dues, general office supplies, individual institutional administrative charges in addition to indirect (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.

ADDITIONAL STIPULATIONS

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.

Pancreatic Cancer Action Network Grantee Weekend

August 27-30, 2015 in San Diego, CA and 2016 and 2017 (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.

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

ADDITIONAL ELIGIBILITY REQUIREMENTS

Individuals applying for a Pancreatic Cancer Action Network-AACR Research Acceleration Network Grant may also concurrently apply for other AACR grants. Individuals may be awarded a 2015 Pancreatic Cancer Action Network-AACR Research Acceleration Network Grant and another 2015 Pancreatic Cancer Action Network-AACR grant but cannot hold any 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 the Pancreatic Cancer Action Network-AACR Research Acceleration Network Grant.

AACR membership is required. Nonmembers interested in this grant opportunity must submit a satisfactory application for AACR Active Membership by October 8, 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.

Members of the Scientific Review Committee are not eligible 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 a Letter of Intent.

LETTER OF INTENT PROCESS

The Letter of Intent is an application tool designed to identify the projects with the greatest scientific potential and alignment with the Program Guidelines without requiring applicants to first submit a full application. A Letter of Intent is not written as *correspondence* to the Scientific Review Committee, but instead follows a prescribed template which gathers information summarizing the proposed research project. Letters of Intent are reviewed on a competitive basis. It is the Co-applicants' responsibility to ensure that their proposed plans are carefully developed and articulated. Letters of Intent have also been called "pre-applications," "concept papers," or "letters of inquiry" by other funders.

The Letter of Intent for the RAN Grant must include the following information:

- **Project Team (1 page limit)**
 - List names, titles and institutions of co-PIs, and designate which will serve as the contact PI. For each co-PI, describe roles and responsibilities and the approximate percent of time that will be spent on the proposed project.
 - List names, titles and institutions of other key personnel, including collaborators and consultants, and their respective roles and responsibilities.
- **Description of Scientific Project (3 page limit)**
 - Detection or treatment goal to be achieved by 2020
 - Detection or treatment goal(s) to be achieved by the end of the RAN Grant project period (in or before 2018)
 - Overview of scientific evidence supporting the proposed project concept
 - Existing foundational project-specific results
 - Aims/steps to be achieved in the proposed project
 - Overview of proposed approach/methodology
 - Critical next steps if the longer term project exceeds the budget or timeline of the RAN Grant
- **References (3 page limit)**
- **Brief Summary of Steering Committee Constitution and Communication Plan (1 page limit)**
 - Proposed Steering Committee members
 - Proposed frequency and form(s) of communication among co-PIs and among Steering Committee members
- **Identification of Resources and Capabilities (1 page limit)**
 - Funding history for the co-PIs for the foundational research that led up to the proposed project. Include the funding sources and levels, and discuss how each contributed to the current proposal.
 - Existing institutional resources, capabilities, and infrastructure available for project.
 - Description of any resources anticipated to be contributed by non-academic partners.
- **Total Projected Budget For Each Year And Brief Narrative Budget Justification (1 page limit)**

The Letter of Intent for the RAN Grant must be accompanied by:

- Scientific Abstract, limited to 3,000 characters including spaces, which provides a clear, concise, and comprehensive overview of the proposed project.
- Milestones and Timeline Required to Achieve Stated Goals of Proposed Project (1 page limit)

- Biosketch for each Co-PI (NIH style acceptable, 4 page limit per investigator)

EVALUATION OF LETTERS OF INTENT AND INVITED APPLICATIONS

Letters of Intent and invited applications are peer-reviewed by a Scientific Review Committee comprised of senior scientists respected for their own accomplishments in pancreatic cancer research and/or translational/clinical cancer research and viewed as leaders in the field. The President of AACR will appoint the members of the Scientific Review Committee. The Committee will select a limited number of Letters of Intent that are determined to be best aligned with the Program Guidelines, and these co-applicants will be invited to submit full applications.

Note that Project Innovation is not a criterion in the evaluation of the Letter of Intent or full application. Project concepts that are a logical next step to ongoing or previously funded work are considered responsive to the grant requirements. Project innovation will be considered only in the context of creative approaches to problem solving.

The Committee will consider the following criteria when reviewing Letters of Intent and invited full applications:

- **Clinical Impact.** Are appropriate metrics identified for measuring clinical impact/patient benefit? If successful, will the proposed project inform and have a demonstrated impact on improving the detection or treatment of pancreatic cancer? Will the proposed project help facilitate achievement of the goal of doubling survival by 2020?
- **Scientific Validity.** Is the underlying concept supported with strong scientific rationale and experimentation? Have the appropriate foundational studies been performed to demonstrate and support the scientific validity of the proposed concept?
- **Readiness.** Are the aims and activities in the proposed project realistic and timely, and do the plans for clinical experimentation represent the appropriate next steps? Is there evidence that the proposed clinical research will be launched in the proposed timeframe or that plans for expanding or extending an existing trial will begin on time?
- **Feasibility.** Is there evidence that the proposed project is reasonable and feasible and appropriate to meet stated goal(s)? Are the aims achievable and can they be completed within the proposed duration? Are the milestones appropriate and do they reflect reasonable progress towards the stated goal? Is there evidence to expect stable patient accrual for the clinical research? Have the necessary technical capabilities and infrastructure been identified, and are they available?
- **Project Team.** Is this the best team to accomplish the objectives of the proposed project? Do the co-PIs have the appropriate training, expertise and track record of accomplishments and leadership to successfully implement the proposed project and overcome obstacles that may arise? Do team members have the needed skills and capabilities? Is there evidence that the team can successfully work together? Is the environment appropriate and conducive to the success of the project? Is the Steering Committee appropriately constituted? Is the communication plan sufficient?

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

LETTER OF INTENT INSTRUCTIONS

LETTER OF INTENT PROCEDURES

AACR requires applicants to submit an electronic Letter of Intent by **noon**, Eastern Time on Wednesday, October 8, 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, 6 and 7 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 Letter of Intent.

| Information to be Entered Directly into proposalCENTRAL | Instructions/proposalCENTRAL Section |
|---|--------------------------------------|
| Project Title | 1 |
| Applicant Information | 4 |
| Institution and Contacts | 5 |
| Project Team | 6 |
| Scientific Abstract | 7 |

| Templates to be Downloaded, Completed and Uploaded | Instructions/proposalCENTRAL Section |
|--|--------------------------------------|
| Letter of Intent Template | 8.A. |
| Project Milestones and Timeline Template | 8.B. |

| Non-Template Materials to be Uploaded | Instructions/proposalCENTRAL Section |
|--|--------------------------------------|
| Contact PI and Co-PI Biographical Sketches | 8.C. |

| Materials to be Downloaded, Printed, Signed, Scanned and Uploaded | Instructions/proposalCENTRAL Section |
|---|--------------------------------------|
| Terms and Conditions Signature Page | 8.D. |
| Application Signature Page | 8.E./13 |

GETTING STARTED IN proposalCENTRAL

If you are a new user of proposalCENTRAL, follow the “REGISTER” link and complete the registration process. After you register, complete your Professional Profile (green tab, second from the left) before starting the Letter of Intent submission process.

If you are already registered with proposalCENTRAL, access the site and log in with your Username and Password. If you have forgotten your password, click on the “Forgot your password?” link. Supply your User ID or e-mail address in the space provided; your password will be sent to you by e-mail.

To start a Letter of Intent, select the “Grant Opportunities” tab (gray tab furthest to the right). A list of grant mechanisms will be displayed. Find “Pancreatic Cancer Action Network-AACR Research Acceleration Network Grant” and click the “Apply Now” link (second to last column).

Complete all fields in the Letter of Intent and in the templates that are provided. Upload all requested documents in portable document format (PDF). See the proposalCENTRAL FAQ section, <https://proposalcentral.altum.com/FAQ/FrequentlyAskedQuestions.asp>, for more information.

If you have any difficulties registering, logging in, or creating your Letter of Intent, contact proposalCENTRAL Customer Support immediately:

Phone: 1-800-875-2562 or 703-964-5840

E-mail: pcsupport@altum.com

LETTER OF INTENT FORMAT

The following information is required to submit a complete Letter of Intent. Numbers correspond to the 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 project title must be entered **and saved** before additional sections may be accessed.
- 2. DOWNLOAD TEMPLATES & INSTRUCTIONS.** The Program Guidelines and Letter of Intent Instructions document, the Terms and Conditions document, the Letter of Intent template and the Milestones and Timeline template can be downloaded from this page.

You must download and complete the following two templates: Letter of Intent Template and Project Milestones and Timeline 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 Letter of Intent Template, and your spreadsheet software (e.g., MS Excel) to complete the Project Milestones and Timeline 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 in Section 7 in the Letter of Intent Instructions for how to complete and upload the templates. This Letter of Intent also requires additional attachments for which a template is not provided (Co-PI Biosketches).

- 3. ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.** Optional.
- 4. APPLICANT.** Enter information for the contact co-PI applicant directly into proposalCENTRAL system.
- 5. INSTITUTION & CONTACTS.** Enter information regarding the institution and signing official for the contact co-PI directly into proposalCENTRAL system.
- 6. PROJECT TEAM.** Enter directly into proposalCENTRAL system. Provide contact information for Co-PI(s) and other personnel proposed for the project team. Project team members should be listed beginning with the most senior role and be separately listed for each of the participating institutions. Ensure that the list of members in proposalCENTRAL corresponds with the list in the Letter of Intent template.
- 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 short and longer-term goals, scientific concept, general approach, and team capabilities.

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. LETTER OF INTENT DOCUMENTS.

Formatting Instructions. Applicants must adhere to the following instructions in completing the sections in this template. Failure to observe type size specifications and/or page limits may result in the return of the Letter of Intent 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 Letter of Intent 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 template provided, prepare and upload the following documents in portable document format (PDF):

A. Letter of Intent. Complete on the template available from the proposalCENTRAL website. (Refer above on page 7 in the Program Guidelines and on page 10, Section 2, in the Letter of Intent Instructions for details.) The information must be presented in this order:

- I. Project Team.** Limited to 1 page. List members of the project team separately by institution and beginning with the most senior role. For each proposed team member, please list their

name, role and responsibilities on the project. For each co-PI, also include the approximate percent of time each will spend on the proposed project. Ensure that the list of team members corresponds with the list inputted in Section 6 of the proposalCENTRAL Letter of Intent.

- II. Description of Scientific Project.** Limited to 3 pages. Must describe the specific detection or treatment goal that will be achieved by 2020 and the goal(s) that will be achieved by the conclusion of the RAN Grant project period (in or before 2018), and provide an overview of scientific evidence supporting the proposed project concept, the foundational research that the co-PIs have completed and/or currently have underway in this area, next aims/steps proposed for the RAN Grant, proposed approach and methods, and critical next steps if the longer term project will continue beyond the budget or timeline of the RAN Grant.
- III. 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, Hittelman 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.

- IV. Resources and Capabilities.** Limited to 1 page. Identify the funding the co-PIs received for the foundational research that led up to the proposed project, including the sources and levels of funding. Discuss how each of the projects supported by these grants/awards has contributed to the proposed project. Explain how the RAN Grant would expand on current funding but not constitute an overlap. Also, identify the institutional resources, capabilities and infrastructure that are available for the co-PIs for the proposed project, and any resources expected to be contributed by non-academic partners.
- V. Budget and Justification.** Limited to 1 page. Total support is available for \$1,000,000 over 1-3 years. Present the total budget for each year of the proposed project (up to three years) and provide a brief budget justification.

Budget amounts can be requested for direct research expenses attributed to the proposed research, which may include salaries and benefits, research/laboratory supplies, patient clinical trial costs, equipment, publication charges for manuscripts that pertain directly to the funded project, and other expenses. Funds are expected to also be requested for regular

communications, including travel for face-to-face Steering Committee meetings, and information exchange. Salaries for on-site project management personnel are also allowable. A maximum of 10% of the total budget may be allocated for equipment.

For institutions that mandate payment of indirect costs, a maximum of 10% of the total direct costs may be used for this purpose.

Tuition, professional membership dues, general office supplies, individual institutional administrative charges in addition to indirect (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. In addition, no grant funds may be directed to any U.S. government entity or for-profit private industry.

NOTE: If awarded, the budget will be regularly reviewed by the Steering Committee to allow flexible disbursement of funds in response to justifiable and unanticipated needs.

- VI. Steering Committee Constitution and Communication Plan.** Limited to 1 page. Must identify names, titles and affiliations of members of the Steering Committee, and briefly describe the plan for maintaining regular communications among co-PIs and among Steering Committee members, including the frequency and forms of communication that will be employed.
- B. Project Milestones and Timeline.** *Complete Column A of the Milestones Template available from the proposalCENTRAL website. (Refer above on page 10, Section 2 in the Letter of Intent 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).
- C. Biographical Sketches.** A biographical sketch must be included for each PI and 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 per PI.
- D. 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 Letter of Intent in the Letter of Intent Documents section.
- E. Signed Signature Page.** In order to ensure that the applicant and institution have approved the Letter of Intent, applicants must print the signature pages, as described in section 11 below, and obtain all required signatures. The **signed signature page** (with original signatures from the applicant and institution's signing official) must then be *scanned and uploaded* into the online Letter of Intent in the Letter of Intent Documents section. These signatures transmitted by electronic means shall have the same force and effect as original signatures.

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

- Make certain that the converted PDF files are closed on your computer.
- Open your Letter of Intent 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 Letter of Intent.**

SUBMITTING COMPLETE LETTER OF INTENT

- 9. Contact 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.
- 10. VALIDATE.** Validate the Letter of Intent on proposalCENTRAL. This is an essential step. A Letter of Intent 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.
- 11. SIGNATURE PAGE(S).** After completing sections 1, 4, 5, 6, and 7 of the online Letter of Intent (these sections also correspond to the sections of the Letter of Intent 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 sections 1, 4, 5, 6, and 7 of the online Letter of Intent 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 Letter of Intent 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, and Scientific Abstract. 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 Letter of Intent Documents section. These signatures transmitted by electronic means shall have the same force and effect as original signatures. Do not upload the Application Contacts and Scientific Abstract 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 October 8, 2014, the Letter of Intent deadline. Should you be deemed ineligible for AACR Active Membership, which is required to apply for this grant, your Letter of Intent will be withdrawn from consideration.

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

Once your complete Letter of Intent 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 Letter of Intent to see the updated status.

CHANGES TO YOUR LETTER OF INTENT

Withdrawal of Letter of Intent. Please advise AACR promptly, in writing, should you decide to withdraw your Letter of Intent 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 a Letter of Intent. Include your name and the Letter of Intent submission number. The e-mail address provided with your application will be utilized for all official communication about your submission including the selection results; this e-mail address must be kept up to date.

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

INQUIRIES

Inquiries or technical issues regarding proposalCENTRAL and the online submission 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 Letter of Intent 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.