



## **Pancreatic Cancer Action Network-AACR Career Development Awards**

### **2016 Program Guidelines and Competitive Letter of Intent Instructions**

**American Association for Cancer Research**

615 Chestnut Street, 17<sup>th</sup> Floor

Philadelphia, PA 19106-4404

215-446-7280

267-765-1021 (FAX)

[www.aacr.org/funding](http://www.aacr.org/funding)

[grants@aacr.org](mailto:grants@aacr.org)

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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, publication charges for manuscripts that pertain directly to the funded project, and other research expenses.

It is anticipated that multiple grants will be funded.

### **LETTER OF INTENT DEADLINE**

October 8, 2015, at **noon** Eastern Time

### **APPLICANTS NOTIFIED OF DECISION STATUS OF LETTER OF INTENT**

November 2015

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

January 14, 2016, at **noon** Eastern Time

### **DECISION DATE**

February 2016

### **ANNUAL GRANTS RECEPTION AND DINNER AT AACR ANNUAL MEETING 2016**

April 19, 2016 - 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, 2016

### **PANCREATIC CANCER ACTION NETWORK GRANTEE WEEKEND**

August 18-21, 2016 in San Diego, CA and 2017 (date and location to be determined) - Grant recipients are required to attend if invited. The weekend involves grantees in scientific sessions where they provide updates of their funded research projects and receive input from the Pancreatic Cancer Action Network's Scientific and Medical Advisory Board, networking receptions and other activities. Support for travel to attend the event 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, 2016, applicants must:

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

- *In order for applicant to be considered eligible, any pending full-time, faculty position can **NOT** be contingent upon receiving this grant.*
- Have completed his or her most recent doctoral degree within the past 11 years (i.e., degree cannot have been conferred **before** July 2, 2005; the formal date of receipt of doctoral degree is the date the degree was conferred, as indicated on your diploma and/or transcript)
  - 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** be 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, by submitting a Letter of Intent for this grant, an applicant who is not a U.S. citizen or permanent resident assures that his/her visa status will provide sufficient time to complete the project and grant term within the United States.)

An exception to the 11-year window may be granted for parental leave or other well justified leave from research for pressing personal or family situations of generally less than 12 months duration. Applicants whose experience exceeds the maximum of 11 years but who believe they are eligible (e.g., maternity/family leave) should contact AACR **before** submitting a Letter of Intent to verify their eligibility.

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 Thursday, October 8, 2015. The application will be applied to 2015 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.** Past AACR grantees may apply if they complied with all progress and financial report requirements.

Investigators may submit only **one** Letter of Intent for the Pancreatic Cancer Action Network-AACR Career Development Awards but may concurrently apply for other AACR grants. However, applicants are expected to accept the first grant they are awarded. Individuals may accept and hold only one AACR grant at a time.

Postdoctoral or clinical research fellows or the equivalent who are working under the auspices of a scientific mentor are not eligible to apply. Qualified fellows are invited to apply for the Pancreatic Cancer Action Network-AACR Pathway to Leadership Grant and/or an AACR Fellowship.

All applicants with questions about eligibility should contact AACR's SRGA at [grants@aacr.org](mailto:grants@aacr.org) **before** submitting a Letter of Intent.

#### **RESEARCH PROJECT CRITERIA**

Research projects must have direct applicability and relevance to pancreatic cancer. They may be in any discipline of basic, translational, clinical, 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; Cancer Control, Survivorship, and Outcomes Research; or Scientific Model Systems [<https://www.icrpartnership.org/CSO.cfm>]).

## COMPETITIVE LETTER OF INTENT DESCRIPTION

An AACR Competitive 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 typically outlines the main points of the intended proposed project, succinctly conveying the rationale, preliminary data, methodology and approach. 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 have also been called "pre-applications," "concept papers," or "letters of inquiry" by other funders.

Letters of Intent are peer-reviewed by the Scientific Review Committee. A limited number of applicants whose Letters of Intent are deemed most meritorious will be invited by the committee to submit full applications.

The Letter of Intent for the Pancreatic Cancer Action Network-AACR Career Development Awards is limited to two pages and must describe the proposed cancer research project, including the Specific Aims; Rationale, Preliminary Data, Methodology, and Approach; and Significance and Statement of Relevance to Pancreatic Cancer. Relevant references must be attached and are limited to two pages.

The Letter of Intent must be accompanied by:

- Scientific abstract, limited to 3,000 characters including spaces, which provides a clear, concise and comprehensive overview of the proposed cancer research project
- Applicant's biographical sketch
- Letter(s) of Reference

## 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 COMPETITIVE LETTERS OF INTENT AND INVITED APPLICATIONS

The Scientific Review Committee that will peer-review the Letters of Intent and invited applications is comprised of researchers and physician-scientists respected for their own accomplishments in pancreatic 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 consider the following criteria when reviewing Letters of Intent and invited full applications:

- **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? (*The budget-related question will be used to evaluate the full applications for the Pancreatic Cancer Action Network-AACR Career Development Awards.*)
- **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? (*This criterion will be used to evaluate the full applications for the Pancreatic Cancer Action Network-AACR Career Development Awards.*)

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

#### **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

## LETTER OF INTENT INSTRUCTIONS

### LETTER OF INTENT PROCEDURES

AACR requires applicants to submit an online Letter of Intent submission by **noon** Eastern Time on Thursday, October 8, 2015, using the proposalCENTRAL website at <https://proposalcentral.altum.com>.

In order to submit a complete Letter of Intent, applicants need to directly input information (i.e., sections 1 and 4-7 below) into the online submission 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 Letter of Intent Instructions and the online proposalCENTRAL submission platform.

Information to be Entered Directly into proposalCENTRAL	Letter of Intent Instructions Section	proposalCENTRAL Section
Project Title	1. Title Page	1) Title Page
Applicant Information	4. Applicant	4) Applicant
Institution and Contact Information	5. Institution & Contacts	5) Institution & Contacts
Scientific Abstract	7. Scientific Abstract	7) Scientific Abstract

Templates to be Downloaded, Completed and Uploaded	Letter of Intent Instructions Section	proposalCENTRAL Section
Letter of Intent Template	8.A. Letter of Intent Documents	8) Letter of Intent Documents

Non-Template Materials to be Uploaded	Letter of Intent Instructions Section	proposalCENTRAL Section
Applicant's Biographical Sketch	8.B. Letter of Intent Documents	8) Letter of Intent Documents
Letter(s) of Reference [uploaded by Nominator and Endorser (if necessary)]	6. Letters of Reference	6) Letters of Reference

Materials to be Downloaded, Printed, Signed, Scanned and Uploaded	Letter of Intent Instructions Section	proposalCENTRAL Section
Terms and Conditions Signature Page	8.C. Letter of Intent Documents	8) Letter of Intent Documents
Applicant Checklist (if applicable)	8.D. Letter of Intent Documents	8) Letter of Intent Documents
Application Signature Page	8.E. Letter of Intent Documents	11) Signature Page(s)

### 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 tab 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 opportunities will be displayed. The list of applications can be filtered for just this organization by selecting "American Association for Cancer Research" in the drop down menu at the top and clicking "Filter List by GrantMaker." Find the "Pancreatic Cancer Action Network-AACR Career Development Awards" and click the "Apply Now" link (second to last column).

Complete all sections of the online Letter of Intent and the template that is 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](mailto: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 the 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 Applicant Checklist document, and the Letter of Intent template can be downloaded from this page. Applicants are required to use the Letter of Intent template.

To download and complete the Letter of Intent template:

- Click the "Download" link to save the Letter of Intent template to your computer.
- Use your word processing software (e.g., MS Word, WordPerfect) to complete the 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 template.
- Upload the completed template file to your online Letter of Intent.

See below in Section 8 of the Letter of Intent Instructions for how to complete and upload the template. This Letter of Intent also requires an additional attachment for which a template is not provided (applicant's biographical sketch).

- 3. ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.** Optional.
- 4. APPLICANT.** Enter information for the applicant directly into the proposalCENTRAL system. Applicants must include their contact information, including e-mail address, phone number, and mailing address.
- 5. INSTITUTION & CONTACTS.** Enter information regarding the applicant's institution, the nominator, the endorser (if necessary), and signing official directly into proposalCENTRAL system. A nominator must be the applicant's department chair, division head, or dean. If the nominator is not an active, emeritus, or honorary member of AACR, information for an endorser who is an active, emeritus, or honorary member of AACR must also be provided.
- 6. LETTERS OF REFERENCE.** Enter directly into the 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 the proposalCENTRAL system. The abstract is 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. Excessive spacing in your scientific abstract (e.g., line breaks or spaces between paragraphs) also affects the character limit. 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 respond regarding 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 templates. 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 0.75 inches on each side.
- Page numbering. The 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 JPG or GIF files. 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 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 image in a graphics program.

**When a template is provided, the template MUST be used. Prepare and upload the following documents into your application in portable document format (PDF):**

**A. Letter of Intent.** Applicants are required to use the Letter of Intent template available from the proposalCENTRAL website. (Refer above to Section 2 of the Letter of Intent Instructions for details.) The information must be presented in this order:

- I. Letter of Intent Narrative.** Limited to two pages, including figures and tables. The References section does not count against this page limit. Must describe the proposed innovative cancer research project and include the Specific Aims; Rationale, Preliminary Data, Methodology, and Approach; Statistical Analysis Plan; and Significance and Statement of Relevance to Pancreatic Cancer.
- II. References.** Limited to two 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 six authors, the names of the first six authors must be listed, followed by "et al." For articles with six 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. Applicant's Biographical Sketch.** The biographical sketch must be in English. The NIH Biographical Sketch Forms [PHS 398/2590 (Rev. 06/09)] and [OMB No. 0925-0001/0002 (Rev. 08/12)] are both acceptable. However, the applicant must adhere to the page limits and requirements specific to the biographical sketch format used (**four** pages for the Rev. 06/09 format, **five** pages for the Rev. 08/12 format).

**C. 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 signature page (page 15) 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. In addition, the grant recipient's institution may request revisions to the following sections of the Grant Agreement prior to execution: VII.Reporting Requirements.F.; XI.Study Data.B.; XII.Indemnification; XIII.Term and Termination.F.; and XV.Miscellaneous.A. Only in special circumstances will revisions be considered to sections other than those noted above.

*A scanned copy of the signed page must be uploaded to your online Letter of Intent in the section for attaching files.*

**D. 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, 2016, 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 Letter of Intent in the Letter of Intent Documents section. Please note that in order for applicant to be considered eligible, any pending full-time, faculty position can NOT be contingent upon receiving this grant.

**E. Signed Signature Page.** In order to ensure that the applicant, the nominator, 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, the nominator, 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 Letter of Intent.

- Make certain that the converted PDF files are closed on your computer.
- Open your online 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 Letter of Intent 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. 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 or 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 submission that has not been validated cannot be submitted. "Validate" checks for required data and 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 and 4-7 of the online Letter of Intent submission (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 the sections 1 and 4-7 of the online Letter of Intent submission are automatically included in the signature pages. The following signature page fields will remain blank until the full application process: Dates of Proposed Project, Proposed Budget, Human Subjects, Vertebrate Animals, Recombinant DNA, and Biohazards. If information is missing in the signature pages, it could be because you have not entered the information in one of the online 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.

While the print option "Print Signature Pages" prints the Signature Page, Application Contacts, and Scientific Abstract; the AACR **strongly encourages** applicants to also utilize the "Print Signature Pages and Attached PDF Files" option. This option can be used if your institution wishes to review the full Letter of Intent but also should be utilized by the applicant to ensure that the Scientific Abstract does not cut-off in this view and that your attachments loaded properly. The following application materials will **not** be present when utilizing this option: Letter(s) of Reference, Terms and Conditions Signature Page and the Signature page containing the required signatures. Absence of these materials should **not** be considered an error. If your institution requires all components of the Letter of Intent submission to review, the above documents need to be printed individually by the applicant and added; however, as the Letter(s) of Reference are uploaded directly from the nominator and endorser (if necessary), the applicant will be unable to access these letters.

Excessive spacing in your Scientific Abstract (e.g., line breaks between paragraphs) can cause the abstract to not fully appear in the Signature Page view, even if under the 3,000 character limit. You may want to further edit your Scientific Abstract prior to submission if it does not fully appear. In addition, errors may occur when the uploaded PDF files are assembled by the system. Please check

to ensure that all pages of every document included appear in the “Print Signature Pages and Attached PDF Files” option. If you are having any issues with this print option, please contact proposalCENTRAL customer support at 703-964-5840, or toll free at 1-800-875-2562, or by e-mail to [pcsupport@altum.com](mailto:pcsupport@altum.com).

**Obtain required signatures and upload the signed signature page into the online Letter of Intent submission** 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 or 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 Thursday, October 8, 2015, the Letter of Intent submission deadline. Should you be deemed ineligible for AACR Active Membership, which is required to apply for this grant opportunity, 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 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 email (or letter) should include your name, the grant opportunity to which you applied, the project title, and the reason for withdrawal.

**Change of Address.** Notify AACR of any changes of address, e-mail, or phone number, following the submission of a Letter of Intent. Include your name and the proposalCENTRAL identification number. The e-mail address provided with your Letter of Intent will be used for all official communication about your submission including the recipient 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 to [pcsupport@altum.com](mailto:pcsupport@altum.com).

Inquiries about the program guidelines, eligibility requirements, and Letter of Intent materials can be directed to Ms. Ashley S. Jones at AACR at 215-446-7280, or by e-mail at [grants@aacr.org](mailto: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 survival for people diagnosed with this devastating disease through a bold initiative — The Vision of Progress: Double Pancreatic Cancer Survival by 2020. Together, we can Wage Hope in the fight against 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 and better treatments and increase chances of survival.



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 35,000 laboratory, translational, and clinical researchers; population scientists; other health care professionals; and cancer advocates residing in 101 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 25 conferences and educational workshops, the largest of which is the AACR Annual Meeting with over 18,500 attendees. In addition, the AACR publishes eight prestigious, 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 investigator grants in cancer research that have the potential for near-term patient benefit. The AACR actively communicates with legislators and other 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](http://www.AACR.org).