



## Grant Application Guidelines

A Collaborative Pediatric Cancer Research Awards Program includes the following granting organizations:

Rally Foundation for Childhood Cancer Research, Arms Wide Open Childhood Cancer Foundation, Kids Join The Fight, The Truth 365 and Infinite Love for Kids Fighting Cancer

Applications may be accessed and submitted online through Proposal Central: <https://proposalcentral.com/>

### 2024 GRANT CYCLE DATES

CYCLE COMPONENT	DATE
Letter of Intent Opens	August 14, 2023
Letter of Intent Closes	September 22, 2023, 3:30 PM EST
Full Application Opens (by invitation only)	November 6, 2023
Full Application Closes	January 8, 2024, 3:30 PM EST
Earliest Award Notification	April 1, 2024
Project Period Start Date	July 1, 2024

### GRANT MECHANISMS

A Collaborative Pediatric Cancer Research Awards Program offers the following:

**Postdoctoral and Clinical Research Fellow Grant (Page 2)**

**Independent Investigator Grant (Page 9)**

**Consortium Grant (Page 15)**

**Fellow, Independent Investigator and Consortium Grant Renewal (Page 21)**

# POSTDOCTORAL AND CLINICAL RESEARCH FELLOW GRANT PROPOSAL GUIDELINES

## I. Eligibility

- Fellows conducting pediatric cancer research as clinical fellows in pediatric hematology/oncology and/or postdoctoral research fellows.
- The Fellow Grant is available for MD, DO, PharmD or PhD fellows conducting research after the first year of their fellowship.
- Fellows in the last year of their fellowship are only eligible for a one-year grant. They may re-apply for an Independent Investigator Grant as a young investigator the following grant cycle. To determine whether to apply for a Fellow Grant or an Independent Investigator Grant, consider your anticipated position as of July 1, 2024.
- Principal investigators do not need to be U.S. citizens or located at a U.S. institution.
- Principal investigators' institution may be a hospital, university or private lab.

## II. Priority Areas

The application must address at least one of the following priority areas related to cancer in children, adolescents and/or young adults up to age 24 (see Section V. Grants for age ranges):

- Innovative approaches to research that could lead to advanced studies or clinical trials.
- Basic science studies that are likely to lead to a new discovery.
- Under-studied cancer types.
- Quality of life, survivorship and palliative care studies.
- Personalized, targeted, alternative or integrative research proposals.
- Data utilization through data standardization, collection, storage, analysis and sharing.

The following will not be reviewed:

- Proposals that have no direct relevance to pediatric cancer nor fall within the scope of A Collaborative Pediatric Cancer Research Awards Program.
- Proposals for infrastructure programs.
- Incomplete applications and/or applications received after the deadline of January 8, 2024 at 3:30 PM EST.

## III. Award Information

### Award Amount

Fellow Grants up to \$50,000 per year for one or two years of support will be awarded. Please note that not all applicants that request two years of funding are awarded two years of support. Awards are determined by a competitive peer-review process and scores received. One-year grants will

receive two installments and two-year grants will receive four installments, one every six months. Grants awarded one-year of funding will have the option to apply for a second year of support with a bypass of the Letter of Intent and the submission of a Postdoctoral and Clinical Research Fellow Grant Renewal. Grant Renewal applications will be peer-reviewed and considered with all other applications in the grant cycle. Guidance regarding the Grant Renewal application will be sent during the award period.

The Collaborative Organizations have an interest in funding Postdoctoral and Clinical Research Fellows. A portion of available funds are reserved for Fellow Grants contingent on scores received.

### **Applicant**

Fellow Grants should be requested by the fellow as the applicant/principal investigator. The fellow should put together the proposal with the guidance of a scientific mentor who is clearly identified in the proposal as the primary mentor with a letter of support.

The fellow should have only one primary mentor; however, listing co-investigators or co-mentors is acceptable. If the primary mentor should change during the Fellow Grant award period, written documentation should be submitted with this new information to the Collaborative Organizations.

Funding for fellows will be given at the postdoctoral level. Salary support for individuals above that level of experience/training should be part of an Independent Investigator Grant or Consortium Grant rather than a Fellow Grant.

### **IV. Request for Continued Funding**

Applicants may request additional funding for a project previously funded by the Collaborative Organizations. After two years of consecutive funding for a specific project, the applicant will be required to submit a new Letter of Intent that will be peer-reviewed and considered with all other applications in the grant cycle.

### **V. Grants**

The awarded funds must be used for the specific purpose for which they are granted unless written permission is received from the Collaborative Organizations.

The Collaborative Organizations will fund cancer research for the following populations: childhood (0-14), adolescent (15-19) and young adult (20-24).

We will not fund grants for the construction of buildings, remodeling of laboratories or purchase of land. We will not fund human embryonic stem cell research. We also do not pay indirect costs. If you have any additional questions about the definition of indirect costs as applicable to the Collaborative Organizations, please contact the Grants Manager.

Applications will be reviewed through the Medical Advisory Board peer-review process.

### **VI. Post-Award Requirements**

Each Collaborative Organization has pledged to regularly report to its members on how their donations are being used. The goodwill felt by these donors generates continued income for future

grant funding. Therefore, all award recipients must adhere to the following requirements:

## **A. Reports**

### One-Year Grants

Prior to the authorization of the second funding installment of a grant award, the fellow must complete an interim report using the web form in Proposal Central stating the specific aims, studies and results, significance, plans and a layman's summary. A written statement on the value of the grant to their research is also required. In addition, fellows must submit a financial report providing by budget category a breakdown of funds expended to date and how the remaining funds will be utilized.

### Two-Year Grants

Prior to the authorization of the second, third and fourth funding installments of a grant award, the fellow must complete interim reports using the web form in Proposal Central stating the specific aims, studies and results, significance, plans and a layman's summary. A written statement on the value of the grant to their research is also required. In addition, fellows must submit a financial report providing by budget category a breakdown of funds expended to date and how the remaining funds will be utilized.

### Both One-Year and Two-Year Grants

No later than 60 days following the end of the grant term, recipients should provide a final progress report using the web form in Proposal Central stating the specific aims, studies and results, significance and a layman's summary. A written statement on the value of the grant to their research is also required. In addition, fellows must submit a final financial report providing by budget category a breakdown of funds expended.

## **B. Publications**

Each Collaborative Organization requires recipients to cite the organization(s) as a funding source in peer-reviewed publications and presentations arising from this award program. Recipients should also acknowledge the Collaborative Organization(s) in non-peer-reviewed presentations and articles about their research in student newspapers, alumni newsletters, institutional magazines, etc.

## **C. Miscellaneous Information – Action Required**

Funding of a proposal authorizes each Collaborative Organization to use the applicant's name in soliciting contributions to fund its cancer research and educational programs.

Funding of a proposal also authorizes each Collaborative Organization to link to the applicant institution's website. We understand that your web master must approve all web links, and we agree to contact you if the application for your institution is funded so that we can make appropriate arrangements to link to your site.

Rally Foundation for Childhood Cancer Research (Rally) serves as the administrator for A Collaborative Pediatric Cancer Research Awards Program and its partner organizations: Arms

Wide Open Childhood Cancer Foundation, Kids Join The Fight, The Truth 365 and Infinite Love for Kids Fighting Cancer.

If you are funded by one or more of the Collaborative Organizations, it is imperative that your institution properly document and recognize each individual organization.

## **VII. Proposal Central Guidance**

- Applicants must submit proposals electronically through Proposal Central, an electronic grant submission system provided by Altum, Inc: <https://proposalcentral.com/>.
- If you are a ‘new’ user in Proposal Central click the link: “Need an account?” and complete the registration process.
- If you are already registered in Proposal Central, access the site and log in with your email address. If you have forgotten your password, click on the “Forgot your password?” link. Supply your email address in the space provided; a link to reset your password will be sent to you by email.
- After you log in, update or complete your Professional Profile (fourth tab from the left) before starting an application.
- To start the application, select the Grant Opportunities tab (gray tab furthest to the right). A list of opportunities will be displayed. Find the ‘A Collaborative Pediatric Cancer Research Awards Program’ grant you wish to apply for (Postdoctoral and Clinical Research Fellow Grant) and click the ‘Apply Now’ link (second to last column) to ‘create’ your application.
- If you have any difficulties logging in or creating your application, contact Proposal Central Customer Support at 1-800-875-2562 or +1 703-964-5840 or email at [pcsupport@altum.com](mailto:pcsupport@altum.com).

## **Format Specifications for Text**

Arial font size 11 point should be used for all documents. Applications that are incomplete, typed in a smaller font size or not adhering to the page limits will be rejected administratively. Use at least one-half inch margins (top, bottom, left and right) for all pages. For text boxes, Proposal Central character limits include spaces.

## **VIII. Guidelines for Letter of Intent (LOI) Submission**

Electronic Submission Deadline – September 22, 2023 at 3:30 PM EST

Specific instructions for the LOI are available in Proposal Central upon starting the LOI application. All templates and requirements will be available in Proposal Central.

## **IX. Guidelines for Full Application Submission**

Electronic Submission Deadline – January 8, 2024 at 3:30 PM EST

Full applications will be available in Proposal Central to invited applicants in November 2023. All templates and requirements will be available in Proposal Central upon approval of a LOI.

## **A. Layman’s Summary (2,000 characters)**

This will help each Collaborative Organization’s Board of Directors evaluate the recommendations of the Medical Advisory Board. Please provide a layman’s summary in *plain language*, suitable for a general audience. Please refer to the NIH guidelines for plain language summaries: <https://www.nih.gov/institutes-nih/nih-office-director/office-communications-public-liaison/clear-communication/plain-language/plain-language-getting-started-or-brushing>.

## **B. Scientific Summary (2,000 characters)**

A separate one-half page summary of the research objectives and rationale.

## **C. Past and Current Research Support**

Provide past and current research support for the Principal Investigator, including any funded grants and/or pending applications that may overlap with your proposed project.

## **D. Human Subjects**

Certification for protection of human subjects should be obtained for all applicable projects, in accordance with NIH guidelines. Copies of relevant documentation should accompany the proposal, including I.R.B. approval letter and/or an I.A.C.U.C. approval letter or proof of pending submission of I.R.B. or I.A.C.U.C. as soon as possible. Please refer to NIH guidelines for human subjects’ regulations: <https://grants.nih.gov/policy/humansubjects.htm>.

## **E. Vertebrate Animals**

Certification for protection for the care and treatment of laboratory animals is required for all applicable projects, in accordance with NIH guidelines. Relevant documentation must accompany the proposal, including I.R.B. and/or I.A.C.U.C. approval letter or proof of pending protocols.

## **F. Budget**

Please use the grant application budget forms (PHS 398 Form Pages 4 and 5). The budget should only reflect project costs specifically supported by the Collaborative Organizations, up to \$50,000 per year. This may represent only a portion of the larger project’s costs. We will not pay for indirect costs. Enter the totals under each budget category for each year of support requested. In addition, please provide an itemized, detailed budget justification for direct costs. Use a continuation page as needed but limit it to one page.

## **G. Biographical Sketch**

Fellows, primary scientific mentors and co-investigators should include a biographical sketch formatted to the Revised October 2021 NIH template.

## **H. Research Plan (limited to seven pages)**

Keep these questions in mind as you organize the Specific Aims and Research Strategy below:

- What do you intend to do?

- Why is the work important?
- What has already been done?
- How are you going to do the work?

## **1. Specific Aims**

State concisely the goals and specific objectives of the proposed research and the clinical impact that the results of the proposed experiments will have on the advancement of the pediatric cancer research field. State the hypotheses to be tested and relevance to the funding priorities listed in Section II of these Guidelines.

Only proposals which are directly related to a Section II priority area and funding pediatric cancer research and education programs will be considered.

## **2. Research Strategy**

### **a. Significance**

Describe the importance of the problem and the progress in the field that the proposed studies will address. Explain research to date that has led to the present application, critically evaluate existing knowledge and specifically identify the need that the project is to fill. State the significance of your proposed project with respect to the pediatric cancer research by relating the specific aims to the goals and long-term objectives.

### **b. Innovation**

Provide a detailed explanation of the innovations that are included in the proposal. Explain how the application seeks to shift current research or clinical practice paradigms. Describe any novel theoretical concepts, approaches or methodologies and instrumentation or interventions to be developed or used and elaborate on any advantages over existing methods.

### **c. Experimental Approach and Research Design**

Describe the experimental approach to the research question and state the procedures and methods to be used in achieving the specific aims. Include how the data will be collected, analyzed and interpreted. Provide a tentative sequence or timetable for the project. Specify any procedures, situations or materials that may be hazardous to personnel and the precautions to be exercised. Reviewers will weigh heavily the feasibility of carrying out the project in the projected time span, analyzing any potential difficulties and limitations of the proposed procedures and specific aims.

### **d. Career Plan**

Fellow applicants should describe a long-term career plan and elaborate on how the successful completion of the proposed research fellowship would benefit his/her career goals in the pediatric cancer field.

## **I. Relevant References (limited to one page)**

List all references in “Nature” format. Limit the references to relevant and current literature. It is

important to be concise and to select only those literature references pertinent to the proposed research.

### **J. Letters of Support**

Include letters of support from the scientific mentor and the department head along with any appropriate letters of support from all individuals serving as collaborators or consultants confirming their role(s) in the project.

### **K. Application E-Signatures**

The Principal Investigator and the institution's Signing Office must log into Proposal Central to e-sign the application. This e-signature is required for the submission of the application and must be completed before the deadline.

### **YOU MAY CONTACT THE GRANT MANAGER AT:**

Rally Foundation for Childhood Cancer Research  
Leigh Anna Lang  
Email: [leighanna@rallyfoundation.org](mailto:leighanna@rallyfoundation.org) | Phone: 404-847-1270



# INDEPENDENT INVESTIGATOR GRANT PROPOSAL GUIDELINES

## I. Eligibility

- All academic ranks, Instructor to Professor, and research scientists with MD, DO, PharmD and/or PhD degrees may apply.
- Rally defines young investigators as researchers no more than five years post fellowship and independent investigators as researchers who are more than five years post fellowship. To determine whether you apply for a Fellow Grant or an Independent Investigator Grant, consider your anticipated position as of July 1, 2024.
- Principal investigators do not need to be U.S. citizens or located at a U.S. institution.
- Principal investigators' institution may be a hospital, university or private lab.

## II. Priority Areas

The application must address at least one of the following priority areas related to cancer in children, adolescents and/or young adults up to age 24 (see Section V. Grants for age ranges):

- Innovative approaches to research that could lead to advanced studies or clinical trials.
- Basic science studies that are likely to lead to a new discovery.
- Under-studied cancer types.
- Quality of life, survivorship and palliative care studies.
- Personalized, targeted, alternative or integrative research proposals.
- Data utilization through data standardization, collection, storage, analysis and sharing.

The following will not be reviewed:

- Grants that have no direct relevance to pediatric cancer nor fall within the scope of A Collaborative Pediatric Cancer Research Awards Program.
- Proposals for infrastructure programs.
- Incomplete applications and/or applications received after the deadline of January 8, 2024 at 3:30 PM EST.

## III. Award Information

### Award Amount

Independent Investigator Grants up to \$50,000 per year for one or two years of support will be awarded. Please note that not all applicants that request two years of funding are awarded two years of support. Awards are determined by a competitive peer-review process and scores received. One-year grants will receive two installments and two-year grants will receive four installments, one every six months. Grants awarded one-year of funding will have the option to apply for a

second year of support with a bypass of the Letter of Intent and the submission of an Independent Investigator Grant Renewal. Grant Renewal applications will be peer-reviewed and considered with all other applications in the grant cycle. Guidance regarding the Grant Renewal application will be sent during the award period.

The Collaborative Organizations have an interest in funding Young Investigators. A portion of available funds are reserved for Young Investigators contingent on scores received.

#### **IV. Request for Continued Funding**

Applicants may request additional funding for a project previously funded by the Collaborative Organizations. After two years of consecutive funding for a specific project, the applicant will be required to submit a new Letter of Intent that will be peer-reviewed and considered with all other applications in the grant cycle.

#### **V. Grants**

The awarded funds must be used for the specific purpose for which they are granted unless written permission is received from one of the Collaborative Organizations.

The Collaborative Organizations will fund cancer research for the following populations: childhood (0-14), adolescent (15-19) and young adult (20-24).

We will not fund grants for construction of buildings, remodeling of laboratories or purchase of land. We will not fund human embryonic stem cell research. We also do not pay indirect costs. If you have any additional questions about the definition of indirect costs as applicable to the Collaborative Organizations, please contact the Grants Manager.

Applications will be reviewed through the Medical Advisory Board peer-review process.

#### **VI. Post-Award Requirements**

Each Collaborative Organization has pledged to regularly report to its members on how their donations are being used. The goodwill felt by these donors generates continued income for future grant funding. Therefore, all award recipients must adhere to the following requirements:

##### **A. Reports**

###### One-Year Grants

Prior to the authorization of the second funding installment of a grant award, the principal investigator should send an interim report stating the specific aims, studies and results, significance, plans and a layman's summary. A written statement on the value of the grant to the investigator's research is also required. In addition, investigators must submit a financial report providing by budget category a breakdown of funds expended to date and how the remaining funds will be utilized.

###### Two-Year Grants

Prior to the authorization of the second, third and fourth funding installments of a grant award, the principal investigator should send interim reports (required dates will be provided) stating the

specific aims, studies and results, significance, plans and a layman’s summary. A written statement on the value of the grant to their research is also required. In addition, investigators must submit a financial report providing by budget category a breakdown of funds expended to date and how the remaining funds will be utilized.

### Both One-Year and Two-Year Grants

No later than 60 days following the end of the grant term, recipients should provide a final progress report using the web form in Proposal Central stating the specific aims, studies and results, significance and a layman’s summary. A written statement on the value of the grant to their research is also required. In addition, investigators must submit a final financial report providing by budget category a breakdown of funds expended.

### **B. Publications**

Each Collaborative Organization requires recipients to cite the organization(s) as a funding source in peer-reviewed publications and presentations arising from this award program. Recipients should also acknowledge the Collaborative Organization(s) in non-peer-reviewed presentations and articles about their research in student newspapers, alumni newsletters, institutional magazines, etc.

### **C. Miscellaneous Information – Action Required**

Funding of a proposal authorizes each Collaborative Organization to use the applicant’s name in soliciting contributions to fund its cancer research.

Funding of a proposal also authorizes each Collaborative Organization to link to the applicant institution’s website. We understand that your web master must approve all links, and we agree to contact you if the application for your institution is funded so that we can make appropriate arrangements to link to your site.

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If you are funded by one or more of the Collaborative Organizations, it is imperative that your institution properly document and recognize each individual organization.

## **VII. Proposal Central Guidance**

- Applicants must submit proposals electronically through Proposal Central, an electronic grant submission system provided by Altum, Inc: <https://proposalcentral.com/>.
- If you are a ‘new’ user in Proposal Central, click the link: “Need an account?” and complete the registration process.
- If you are already registered in Proposal Central, access the site and login with your email address. If you have forgotten your password, click on “Forgot your password?” Supply your email address in the space provided; a link to reset your password will be sent to you by email.

- After you log in, update or complete your Professional Profile (fourth tab from the left) before starting an application.
- To start an application, select the Grant Opportunities tab (gray tab furthest to the right). A list of applications will be displayed. Find the “A Collaborative Pediatric Cancer Research Awards Program” grant you wish to apply for (Independent Investigator Grant) and click the ‘Apply Now’ link (second to last column) to ‘create’ your application. Please note that full applications will only be available in Proposal Central to invited applicants in November 2023.
- If you have any difficulties logging in or creating your application, contact Proposal Central Customer Support at 1-800-875-2562 or +1 703-964-5840 or email at [pcsupport@altum.com](mailto:pcsupport@altum.com).

### **Format Specifications for Text**

Arial font size 11 point should be used for all documents. Applications that are incomplete, typed in a smaller font size or not adhering to the page limits will be rejected administratively. Use at least one-half inch margins (top, bottom, left, and right) for all pages. For text boxes, character limits in Proposal Central include spaces.

### **VIII. Guidelines for Letter of Intent (LOI) Submission**

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#### **A. Layman’s Summary (2,000 characters)**

This will help each Collaborative Organization’s Board of Directors evaluate the recommendations of the Medical Advisory Board. Please provide a layman’s summary in *plain language*, suitable for a general audience. Please refer to the NIH guidelines for plain language summaries: <https://www.nih.gov/institutes-nih/nih-office-director/office-communications-public-liaison/clear-communication/plain-language/plain-language-getting-started-or-brushing>.

#### **B. Scientific Summary (2,000 characters)**

A separate one-half page summary of the research objectives and rationale.

#### **C. Past and Current Research Support**

Provide past and current research support for the Principal Investigator, including any funded grants and/or pending applications that may overlap with your proposed project.

## **D. Human Subjects**

Certification for protection of human subjects should be obtained for all applicable projects, in accordance with NIH guidelines. Copies of relevant documentation should accompany the proposal, including I.R.B. approval letter and/or an I.A.C.U.C. approval letter or proof of pending submission of I.R.B. or I.A.C.U.C. as soon as possible. Please refer to NIH guidelines for human subjects' regulations: <https://grants.nih.gov/policy/humansubjects.htm>.

## **E. Vertebrate Animals**

Certification for protection for the care and treatment of laboratory animals should be obtained for all applicable projects, in accordance with NIH guidelines. Copies of relevant documentation should accompany the proposal, including I.R.B. and/or I.A.C.U.C. approval letter or proof of pending protocols.

## **F. Budget**

Please use the grant application budget forms (PHS 398 Form Pages 4 and 5). The budget should only reflect project costs specifically supported by the Collaborative Organizations, up to \$50,000 per year. This may represent only a portion of the larger project's costs. We will not pay for indirect costs. Enter the totals under each budget category for each year of support requested. Please provide an itemized, detailed budget justification for direct costs. Use a continuation page as needed but limit it to one page.

## **G. Biographical Sketch**

The principal investigator and co-investigators should include a biographical sketch formatted to the Revised October 2021 NIH template.

## **H. Research Plan (limited to six pages)**

Keep these questions in mind as you organize the Specific Aims and Research Strategy below:

- What do you intend to do?
- Why is the work important?
- What has already been done?
- How are you going to do the work?

## **I. Specific Aims**

State concisely the goals and specific objectives of the proposed research and the clinical impact that the results of the proposed experiments will have on the advancement of the pediatric cancer research field. State the hypotheses to be tested and relevance to the funding priorities listed in Section II of these Guidelines.

Only proposals which are directly related to a Section II priority area and funding pediatric cancer research and education programs will be considered.

## **2. Research Strategy**

### **a. Significance**

Describe the importance of the problem and the progress in the field that the proposed studies will address. Explain research to date that has led to the present application, critically evaluate existing knowledge and specifically identify the need that the project is to fill. State the significance of your proposed project with respect to pediatric cancer research by relating the specific aims to the goals and long-term objectives.

### **b. Innovation**

Provide a detailed explanation for the innovations that are included in the proposal. Explain how the application seeks to shift current research or clinical practice paradigms. Describe any novel theoretical concepts, approaches or methodologies and instrumentation or interventions to be developed or used and elaborate on any advantages over existing methods.

### **c. Experimental Approach and Research Design**

Describe the experimental approach to the research question and state the procedures and methods to be used in achieving the specific aims. Include how the data will be collected, analyzed and interpreted. Provide a tentative sequence or timetable for the project. Specify any procedures, situations or materials that may be hazardous to personnel and the precautions to be exercised. Reviewers will weigh heavily the feasibility of carrying out the project in the projected time span, analyzing any potential difficulties and limitations of the proposed procedures and specific aims.

## **I. Relevant References (limited to one page)**

List all references in “Nature” format. Limit the references to relevant and current literature. It is important to be concise and to select only those literature references pertinent to the proposed research.

## **J. Letters of Support**

Young investigators must include a letter of support from the department head. Include any appropriate support letters here from all individuals serving as collaborators or consultants confirming their role(s) in the project.

## **K. Application E-Signatures**

The Principal Investigator and their institution’s Signing Office must log into Proposal Central to e-sign the application. This e-signature is required for the submission of the application and must be completed before the deadline.

## **YOU MAY CONTACT THE GRANT MANAGER AT:**

Rally Foundation for Childhood Cancer Research  
Leigh Anna Lang  
Email: [leighanna@rallyfoundation.org](mailto:leighanna@rallyfoundation.org) | Phone: 404-847-1270

# **CONSORTIUM GRANT PROPOSAL GUIDELINES**

## **I. Eligibility**

- All academic ranks, Instructor to Professor, and research scientists with MD, DO, PharmD and/or PhD degrees may apply.
- Consortiums are three or more institutions collaborating on a grant-supported research project. The success of the project depends on the unique contributions of each collaborating institution. A letter of support for each collaborative institution should be submitted detailing their unique contribution to the project.
- Principal investigators do not need to be U.S. citizens or located at an U.S. institution.
- Principal investigators' institution may be a hospital, university or private lab.

## **II. Priority Areas**

The application must address at least one of the following priority areas related to cancer in children, adolescents and/or young adults up to age 24 (see Section V. Grants for age ranges):

- Innovative approaches to research that could lead to advanced studies or clinical trials.
- Basic science studies that are likely to lead to a new discovery.
- Under-studied cancer types.
- Quality of life, survivorship and palliative care studies.
- Personalized, targeted, alternative or integrative research proposals.
- Data utilization through data standardization, collection, storage, analysis and sharing.

The following will not be reviewed:

- Grants that have no direct relevance to pediatric cancer nor fall within the scope of A Collaborative Pediatric Cancer Research Awards Program.
- Proposals for infrastructure programs.
- Incomplete applications and/or applications received after the deadline of January 8, 2024 at 3:30 PM EST.

## **III. Award Information**

### **Award Amount**

Consortium Grants up to \$100,000 per year for one or two years of support will be awarded to the lead institution responsible for reporting back to the Collaborative Organization(s). Please note that not all applicants that request two years of funding are awarded two years of support. Awards are determined by a competitive peer-review process and scores received. One-year grants will receive two installments and two-year grants will receive four installments, one every six months.

Grants awarded one-year of funding will have the option to apply for a second year of support with a bypass of the Letter of Intent and the submission of a Consortium Grant Renewal. Grant Renewal applications will be peer-reviewed and considered with all other applications in the grant cycle. Guidance regarding the Grant Renewal application will be sent during the award period.

#### **IV. Request for Continued Funding**

Applicants may request additional funding for a project previously funded by the Collaborative Organizations. After two years of consecutive funding for a specific project, the applicant will be required to submit a new Letter of Intent that will be peer-reviewed and considered with all other applications in the grant cycle.

#### **V. Grants**

The awarded funds must be used for the specific purpose for which they are granted unless written permission is received from one of the Collaborative Organizations.

The Collaborative Organizations will fund cancer research for the following populations: childhood (0-14), adolescent (15-19) and young adult (20-24).

We will not fund grants for construction of buildings, remodeling of laboratories or purchase of land. We will not fund human embryonic stem cell research. We also do not pay indirect costs. If you have any additional questions about the definition of indirect costs as applicable to the Collaborative Organizations, please contact the Grants Manager.

Applications will be reviewed through the Medical Advisory Board peer-review process.

#### **VI. Post-Award Requirements**

Each Collaborative Organization has pledged to regularly report to its members on how their donations are being used. The goodwill felt by these donors generates continued income for future grant funding. Therefore, all award recipients must adhere to the following requirements:

##### **A. Reports**

###### One-Year Grants

Prior to the authorization of the second funding installment of a grant award, the principal investigator should submit an interim report using the web form in Proposal Central stating the specific aims, studies and results, significance, plans and a layman's summary. A written statement on the value of the grant to their research is also required. In addition, investigators must submit a financial report providing by budget category a breakdown of funds expended to date and how the remaining funds will be utilized.

###### Two-Year Grants

Prior to the authorization of the second, third and fourth funding installments of a grant award, the principal investigator should submit interim reports (required dates will be provided) using the web form in Proposal Central stating the specific aims, studies and results, significance, plans and a layman's summary. A written statement on the value of the grant to their research is also required.



In addition, investigators must submit a financial report providing by budget category a breakdown of funds expended to date and how the remaining funds will be utilized.

#### Both One-Year and Two-Year Grants

No later than 60 days following the end of the grant term, recipients should provide a final progress report using the web form in Proposal Central stating the specific aims, studies and results, significance and a layman's summary. A written statement on the value of the grant to their research is also required. In addition, investigators must submit a final financial report providing by budget category a breakdown of funds expended.

#### **B. Publications**

Each Collaborative Organization requires recipients to cite the organization(s) as a funding source in peer-reviewed publications and presentations arising from this award program. Recipients should also acknowledge the Collaborative Organization(s) in non-peer-reviewed presentations and articles about their research in student newspapers, alumni newsletters, institutional magazines, etc.

#### **C. Miscellaneous Information – Action Required**

Funding of a proposal authorizes each Collaborative Organization to use the applicant's name in soliciting contributions to fund its cancer research and educational programs.

Funding of a proposal also authorizes each Collaborative Organization to link to the applicant institution's website. We understand that your web master must approve all links, and we agree to contact you if the application for your institution is funded so that we can make appropriate arrangements to link to your site.

Rally Foundation for Childhood Cancer Research (Rally) serves as the grant administrator for A Collaborative Pediatric Cancer Research Awards Program and its partner organizations: Arms Wide Open Childhood Cancer Foundation, Kids Join The Fight, The Truth 365 and Infinite Love for Kids Fighting Cancer.

If you are funded by one or more of the Collaborative Organizations, it is imperative that your institution properly document and recognize each individual organization.

#### **VII. Proposal Central Guidance**

- Applicants must submit proposals electronically through Proposal Central, an electronic grant submission system provided by Altum, Inc: <https://proposalcentral.com/>.
- If you are a 'new' user in Proposal Central, click the link: "Need an account?" and complete the registration process.
- If you are already registered in Proposal Central, access the site and login with your email address. If you have forgotten your password, click on "Forgot your password?" Supply your email address in the space provided; a link to reset your password will be sent to you by email.
- After you log in, update or complete your Professional Profile (fourth tab from the left) before starting an application.

- To start an application, select the Grant Opportunities tab (gray tab furthest to the right). A list of applications will display. Find the “A Collaborative Pediatric Cancer Research Awards Program” grant that you wish to apply for (Consortium Grant) and click the ‘Apply Now’ link (second to last column) to ‘create’ your application. Please note that full applications will only be available in Proposal Central to invited applicants in November 2023.
- If you have any difficulties logging in or creating your application, contact Proposal Central Customer Support at 1-800-875-2562 or +1 703-964-5840 or email at [pcsupport@altum.com](mailto:pcsupport@altum.com).

### **Format Specifications for Text**

Arial font size 11 point should be used for all documents. Applications that are incomplete, typed in a smaller font size or not adhering to the page limits will be rejected administratively. Use at least one-half inch margins (top, bottom, left, and right) for all pages. Text box character limits in ProposalCentral include spaces.

### **VIII. Guidelines for Letter of Intent (LOI) Submission**

Electronic Submission Deadline – September 22, 2023 at 3:30 PM EST

Specific instructions for the LOI are available in Proposal Central upon starting the LOI application. All templates and requirements will be available in Proposal Central.

### **IX. Guidelines for Full Application Submission**

Electronic Submission Deadline – January 8, 2024 at 3:30 PM EST

Full applications will be available in Proposal Central to invited applicants in November 2023. All templates and requirements will be available in Proposal Central upon approval of a LOI.

#### **A. Layman’s Summary (2,000 characters)**

This will help each Collaborative Organizations’ Board of Directors evaluate the recommendations of the Medical Advisory Board. Please provide a layman’s summary in *plain language*, suitable for a general audience. Please refer to the NIH guidelines for plain language summaries: <https://www.nih.gov/institutes-nih/nih-office-director/office-communications-public-liaison/clear-communication/plain-language/plain-language-getting-started-or-brushing>.

#### **B. Scientific Summary (2,000 characters)**

A separate one-half page summary of the research objectives and rationale.

#### **C. Past and Current Research Support**

Provide past and current research support for the Principal Investigator, including any funded grants and/or pending applications that may overlap with your proposed project.

#### **D. Human Subjects**

Certification for protection of human subjects should be obtained for all applicable projects, in accordance with NIH guidelines. Copies of relevant documentation should accompany the proposal, including I.R.B. approval letter and/or an I.A.C.U.C. approval letter or proof of pending

submission of I.R.B. or I.A.C.U.C. as soon as possible. Please refer to NIH guidelines for human subjects' regulations: <https://grants.nih.gov/policy/humansubjects.htm>.

## **E. Vertebrate Animals**

Certification for protection for the care and treatment of laboratory animals should be obtained for all applicable projects, in accordance with NIH guidelines. Copies of relevant documentation should accompany the proposal, including I.R.B and/or I.A.C.U.C. approval letter or proof of pending protocols.

## **F. Budget**

Please use the grant application budget form (PHS 398 Form Pages 4 and 5). The budget should only reflect project costs specifically supported by the Collaborative Organizations up to \$100,000 per year. This may represent only a portion of the larger project's costs. We will not pay for indirect costs. Enter the totals under each budget category for each year of support requested. Please provide an itemized, detailed budget justification for direct costs. Use a continuation page as needed but limit it to one page.

## **G. Biographical Sketch**

The principal investigator and co-investigators should include a biographical sketch formatted to the Revised October 2021 NIH template.

## **H. Research Plan (limited to six pages)**

Keep these questions in mind as you organize the Specific Aims and Research Strategy below:

- What do you intend to do?
- Why is the work important?
- What has already been done?
- How are you going to do the work?

### **1. Specific Aims**

State concisely the goals and specific objectives of the proposed research and the clinical impact that the results of the proposed experiments will have on the advancement of the pediatric cancer research field. State the hypotheses to be tested and relevance to the funding priorities listed in Section II of these Guidelines.

Only proposals which are directly related to a Section II priority area and funding pediatric cancer research and education programs will be considered.

### **2. Research Strategy**

#### **a. Significance**

Describe the importance of the problem and the progress in the field that the proposed studies will address. Explain research to date that has led to the present application, critically evaluate existing knowledge and specifically identify the need that the project is

to fill. State the significance of your proposed project with respect to pediatric cancer research by relating the specific aims to the goals and long-term objectives.

### **b. Innovation**

Provide a detailed explanation for the innovations that are included in the proposal. Explain how the application seeks to shift current research or clinical practice paradigms. Describe any novel theoretical concepts, approaches or methodologies and instrumentation or interventions to be developed or used and elaborate on any advantages over existing methods.

### **c. Experimental Approach and Research Design**

Describe the experimental approach to the research question and state the procedures and methods to be used in achieving the specific aims. Include how the data will be collected, analyzed and interpreted. Provide a tentative sequence or timetable for the project. Specify any procedures, situations or materials that may be hazardous to personnel and the precautions to be exercised. Reviewers will weigh heavily the feasibility of carrying out the project in the projected time span, analyzing any potential difficulties and limitations of the proposed procedures and specific aims.

### **I. Relevant References (limited to one page)**

List all references in “Nature” format. Limit the references to relevant and current literature. It is important to be concise and to select only those literature references pertinent to the proposed research.

### **J. Letters of Support**

A letter of support for each collaborative institution should be submitted detailing their unique contribution to the project along with any appropriate support letters from all individuals serving as collaborators or consultants confirming their role(s) in the project.

### **K. Application E-Signatures**

The Principal Investigator and their institution’s Signing Office must log into Proposal Central to e-sign the application. This e-signature is required for the submission of the application and must be completed before the deadline.

### **YOU MAY CONTACT THE GRANT MANAGER AT:**

Rally Foundation for Childhood Cancer Research  
Leigh Anna Lang  
Email: [leighanna@rallyfoundation.org](mailto:leighanna@rallyfoundation.org) | Phone: 404-847-1270

# **GRANT RENEWAL GRANT PROPOSAL GUIDELINES**

## **I. Eligibility**

- All investigators with a one-year Fellow Grant, Independent Investigator Grant or Consortium Grant funded by the Collaborative Organizations beginning July 1, 2023.
- Principal investigators do not need to be U.S. citizens or located at an U.S. institution.
- Principal investigators' institution may be a hospital, university or private lab.

## **II. Priority Areas**

The application must address at least one of the following priority areas related to cancer in children, adolescents and/or young adults up to age 24 (see Section V. Grants for age ranges):

- Innovative approaches to research that could lead to advanced studies or clinical trials.
- Basic science studies that are likely to lead to a new discovery.
- Under-studied cancer types.
- Quality of life, survivorship and palliative care studies.
- Personalized, targeted, alternative or integrative research proposals.
- Data utilization through data standardization, collection, storage, analysis and sharing.

The following will not be reviewed:

- Grants that have no direct relevance to pediatric cancer nor fall within the scope of A Collaborative Pediatric Cancer Research Awards Program.
- Proposals for infrastructure programs.
- Incomplete applications and/or applications received after the deadline of January 8, 2024 at 3:30 PM EST.

## **III. Award Information**

### **Award Amount**

Grant Renewals will be funded at the same level as the prior year: Fellow and Independent Investigator Grants up to \$50,000 and Consortium Grants up to \$100,000 for one year of support. One year grants will receive two installments, one every six months. Grant Renewal applications will be peer-reviewed and considered with all other applications in the grant cycle.

## **IV. Request for Continued Funding**

Applicants may request additional funding for a project previously funded by the Collaborative Organizations. After two years of consecutive funding for a specific project, the applicant will be required to submit a new Letter of Intent that will be peer-reviewed and considered with all other

applications in the grant cycle.

## **V. Grants**

The awarded funds must be used for the specific purpose for which they are granted unless written permission is received from one of the Collaborative Organizations.

The Collaborative Organizations will fund cancer research for the following populations: childhood (0-14), adolescent (15-19) and young adult (20-24).

We will not fund grants for construction of buildings, remodeling of laboratories or purchase of land. We will not fund human embryonic stem cell research. We also do not pay indirect costs. If you have any additional questions about the definition of indirect costs as applicable to the Collaborative Organizations, please contact the Grants Manager.

Applications will be reviewed through the Medical Advisory Board peer-review process.

## **VI. Post-Award Requirements**

Each Collaborative Organization has pledged to regularly report to its members on how their donations are being used. The goodwill felt by these donors generates continued income for future grant funding. Therefore, all award recipients must adhere to the following requirements:

### **A. Reports**

Prior to the authorization of the second funding installment of a grant award, the principal investigator should submit an interim report using the web form in Proposal Central stating the specific aims, studies and results, significance, plans and a layman's summary. A written statement on the value of the grant to their research is also required. In addition, investigators must submit a financial report providing by budget category a breakdown of funds expended to date and how the remaining funds will be utilized.

No later than 60 days following the end of the grant term, recipients should provide a final progress report using the web form in Proposal Central stating the specific aims, studies and results, significance and a layman's summary. A written statement on the value of the grant to their research is also required. In addition, investigators must submit a final financial report providing by budget category a breakdown of funds expended.

### **B. Publications**

Each Collaborative Organization requires recipients to cite the organization(s) as a funding source in peer-reviewed publications and presentations arising from this award program. Recipients should also acknowledge the Collaborative Organization(s) in non-peer-reviewed presentations and articles about their research in student newspapers, alumni newsletters, institutional magazines, etc.

### **C. Miscellaneous Information – Action Required**

Funding of a proposal authorizes each Collaborative Organization to use the applicant's name in soliciting contributions to fund its cancer research and educational programs.

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## **VIII. Letter of Intent (LOI) Bypass**

Researchers eligible to submit a Grant Renewal bypass the LOI process. Researchers that indicate in writing that they plan to submit a Grant Renewal full application will be provided access in Proposal Central as an invited application in November 2023.

## **IX. Guidelines for Full Application Submission**

Electronic Submission Deadline – January 8, 2024 at 3:30 PM EST

Please note that full applications will be available in Proposal Central to invited applicants in November 2023. All templates and requirements will be available in Proposal Central upon approval of a LOI.

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This will help each Collaborative Organizations’ Board of Directors evaluate the recommendations of the Medical Advisory Board. Please provide a layman’s summary in *plain language*, suitable for a general audience. Please refer to the NIH guidelines for plain language summaries: <https://www.nih.gov/institutes-nih/nih-office-director/office-communications-public-liaison/clear-communication/plain-language/plain-language-getting-started-or-brushing>.

### **B. Scientific Summary (2,000 characters)**

A separate one-half page summary of the research objectives and rationale.

### **C. Past and Current Research Support**

Provide past and current research support for the Principal Investigator, including any funded grants and/or pending applications that may overlap with your proposed project.

### **D. Human Subjects**

Certification for protection of human subjects should be obtained for all applicable projects, in accordance with NIH guidelines. Copies of relevant documentation should accompany the proposal, including I.R.B. approval letter and/or an I.A.C.U.C. approval letter or proof of pending submission of I.R.B. or I.A.C.U.C. as soon as possible. Please refer to NIH guidelines for human subjects’ regulations: <https://grants.nih.gov/policy/humansubjects.htm>.

### **E. Vertebrate Animals**

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### **F. Budget**

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## **G. Biographical Sketch**

The principal investigator and co-investigators biographical sketch are not required for the Grant Renewal application as reviewers will have access to the biographical sketch submitted as part of the previously funded full application. However, if there are updates that should be shared with reviewers, please provide the necessary biographical sketches formatted to the Revised October 2021 NIH template.

## **H. Progress Report (limited to three pages)**

Please keep in mind these questions as you organize items 1-2 below:

- What do you intend to do?
- Why is the work important?
- What has already been done?
- How are you going to do the work?

### **1. Specific Aims**

The specific aims, as stated in the original funded application, should be re-stated. If the aims need to be modified or expanded, provide the revised aims and the rationale for the modification.

Only proposals which are directly related to a Section II priority area and funding pediatric cancer research and education programs will be considered.

### **2. Research Progress**

#### **a. Studies and Results**

Describe the studies directed toward specific aims, as stated in the funded application, during the current funding period, and the results obtained. If applicable, address any changes to the innovative potential of the project. If technical problems were encountered in carrying out this project, describe how the approach was modified.

#### **b. Research Plans**

Summarize plans to address the specific aims during the next funding period. Include any pertinent modifications to the original plans.

#### **c. Publications and Materials**

If applicable, list the complete references to all publications, patents, and other printed materials and presentations that have resulted from the funded research during the current funding period.

## **I. Relevant References (limited to one page)**

List all references in “Nature” format. Limit the references to relevant and current literature. It is important to be concise and to select only those literature references pertinent to the proposed research.

## **J. Letters of Support**

Letters of Support are not required for the Grant Renewal application as reviewers will have access to the letters submitted as part of the previously funded full application. However, if there are updates that should be shared with reviewers, please provide the necessary support letters from the scientific mentor (Fellow Grant) and the department head (Fellow Grant and Independent Investigator Grant young investigators) along with all individuals serving as collaborators or consultants confirming their role(s) in the project.

## **K. Application E-Signatures**

The Principal Investigator and their institution's Signing Office must log into Proposal Central to e-sign the application. This e-signature is required for the submission of the application and must be completed before the deadline.

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Email: [leighanna@rallyfoundation.org](mailto:leighanna@rallyfoundation.org) | Phone: 404-847-1270