

2021 CONQUER CANCER – BREAST CANCER RESEARCH FOUNDATION® RESEARCH PROFESSORSHIP FOR DIVERSITY AND INCLUSION IN BREAST CANCER

REQUEST FOR PROPOSALS

Last Updated: September 16, 2021

Letter of Intent Deadline: December 14, 2021

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Alexandria, VA 22314
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Please visit asco.org/research-professorship for the most up-to-date version of the Request for Proposals.

About Conquer Cancer

Conquer Cancer, the ASCO Foundation, funds research for every cancer, every patient, everywhere. In 1964, seven oncologists created the American Society of Clinical Oncology (ASCO), now a global network of nearly 45,000 cancer professionals. As ASCO's foundation, we support groundbreaking research and education so both doctors and patients have the resources they need.

For more information, visit CONQUER.ORG.

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Purpose

The Conquer Cancer – Breast Cancer Research Foundation Research Professorship for Diversity and Inclusion in Breast Cancer is a five-year \$500,000 grant designed to provide flexible funding to outstanding researchers who have made, and are continuing to make, significant contributions in breast cancer research and will dedicate their time in training future breast cancer researchers. This Professorship is designed with the primary goal of increasing diversity in the leadership of the oncology workforce and cancer research. An award will be given to an established investigator who is a member of racial and/or ethnic groups traditionally excluded in academic medicine and breast cancer research. The investigator must hold the rank of full professor and is dedicated to mentoring the next generation of researchers.

Increasing diversity and inclusion in the oncology and academic research workforce is vital to ensuring that all researchers who wish to contribute to cancer research are able to do so. Currently, multiple systemic barriers contribute to a research enterprise in which just 2.4 percent of academic faculty in the life sciences are Black or African American, 5 percent are Hispanic or Latino, and individuals who are American Indian or Alaska Native, and Native Hawaiian or other Pacific Islander, are also represented at rates that fall well below their respective populations in the United States. BCRF and ASCO are committed to helping diverse researchers advance in their careers through direct funding.

The lack of representation in cancer research also contributes to a pernicious reality for Black patients with breast cancer in the United States. While overall breast cancer mortality rates declined by 40 percent over the last 30 years, these improvements are not distributed equitably, and African American patients are 40 percent more likely to die from their disease than white patients. The reasons for this disparity are complex and multifactorial, with medical racism and a lack of diversity in the oncology workforce playing major roles.

The Breast Cancer Research Foundation® (BCRF) is a nonprofit organization committed to achieving prevention and a cure for breast cancer. BCRF is committed to diversity, equity and inclusion, and has signed the [Tigerlily Diversity and Inclusion Pledge for Women of Color](#). More specifically, BCRF is actively working to: increase diversity within its organization at all levels, from staff and leadership to scientists funded; improve diversity in clinical trials; continue to maintain—and expand—a robust research portfolio that attacks racial disparities in breast cancer outcomes and care from all angles.

Conquer Cancer will work to advance [ASCO's Health Equity Policy Statement](#) which calls for bolder, more aggressive steps to achieve equity for all individuals with cancer. This statement serves as a blueprint for the Society's activities to ensure that all patients, no matter who they are or where they live, can receive the highest quality equitable cancer care. ASCO and Conquer Cancer are committed to fostering health equity in cancer research by improving diversity and inclusion in the oncology workforce, funding research focused on health disparities and bolstering funding for investigators from underrepresented populations in medicine¹ and low and middle-income countries. Addressing inequities in cancer care includes improving representation of all populations who stand to benefit from the research. Every person with cancer should have an equal opportunity to participate in, be recognized for,

¹ [AAMC definition of underrepresented in medicine](#).

and benefit from research across the spectrum, including clinical trials, health services research, and other types of research studies and methodologies.

Funding Available

The total award amount is \$500,000 over five years, payable in annual increments of \$100,000. Conquer Cancer has funding for one Research Professorship for Diversity and Inclusion in Breast Cancer which will be awarded to the most meritorious application evaluated for this competition.

Eligibility Criteria

Applicants must meet the following criteria for the Research Professorship for Diversity and Inclusion in Breast Cancer:

- Self-identify as a member of a racial and/or ethnic group traditionally excluded in academic medicine according to the AAMC definition (Black or African American, Hispanic or Latino, American Indian or Alaska Native, Native Hawaiian and other Pacific Islanders). For international applicants, it is recognized that underrepresentation can vary from setting to setting and individuals from racial or ethnic groups that are demonstrated to be traditionally excluded by their institution but not listed above are also eligible to apply for this program. Individual demographic information will be requested upon application.
- Be a physician (MD, DO, or international equivalent) working in any country with a full-time faculty appointment in a clinical department at an academic medical center.
- Hold the rank of Full Professor (or equivalent) at an academic medical center at the time of application submission. If applicants do not hold the rank of full professor, but meet all other eligibility criteria, they must provide written explanation of why their current rank at their institution should be considered equivalent.
- Made significant contributions in the area of breast cancer research.
- Lead and mentor a research team that must include researcher(s) in training and/or junior faculty in the area of breast cancer research throughout the award period. Mentees must be enrolled in an approved oncology subspecialty training program or in their first three years of faculty appointment and involved in breast cancer research. The awardee will be required to submit annual mentorship reports detailing the status of their mentees and mentorship activities. Applicants are encouraged to engage with a diverse group mentees.
- Be an ASCO member or have submitted a membership application with the grant application. To apply for new membership, or to renew an existing membership, go to asco.org/membership.
- Be able to commit 75 percent of full-time effort in research (applies to total research, not just the proposed project) during the award period including leading a team of researchers (in the lab and/or clinic) and mentoring junior faculty and trainees on breast cancer research.
- Individuals with an endowed professorship from their own institution are eligible to apply for this award.
- Individuals with administrative responsibilities (such as a Division or Department Chair) must clearly document their time commitment for performing research activities and mentoring activities.

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- Applicants who have previously received other grants from Conquer Cancer must be up-to-date and in compliance with all requirements (e.g. progress reports, final reports, budget summaries, IRB approvals, etc.) of any past grants.
- Eligible applicants are allowed to hold only one active grant from Conquer Cancer at a time.

There are no citizenship or geographic requirements. However, by submitting an application, an applicant applying from an institution located in a country in which they are not a citizen or a permanent resident assures that the visa status will provide sufficient time to complete the project and grant term at the institution from which they applied.

The Conquer Cancer Diversity and Inclusion in Breast Cancer Research Subcommittee reserves the right to evaluate and determine applicants' eligibility based on the information and justifications included in the application materials. Applicants who are uncertain about their eligibility are encouraged to refer to the Eligibility section in this [FAQ](#) or contact grants@conquer.org for clarification and provide their CV for evaluation.

Research Project Criteria

The Research Professorship for Diversity and Inclusion in Breast Cancer will accept applications that focus on breast cancer research across the cancer care continuum, from prevention to end-of-life care. The proposals must ensure that the research reflects the needs of breast cancer patients and must be developed with the participation of a patient advocate. Please refer to page 18 of this RFP for additional information about engaging a patient advocate in the project.

Selection Process

The Letters of Intent (LOI) will be reviewed internally by Conquer Cancer based on the following criteria: (1) completeness of information; (2) eligibility, and; (3) appropriateness of research proposal.

The Full Applications will be reviewed by the Conquer Cancer Diversity and Inclusion in Breast Cancer Research Subcommittee using a multi-stage review process. Each application is assigned to at least two scientific reviewers for independent and confidential review who are leaders in their areas of expertise. Applications are also reviewed by a biostatistician and a patient advocate. The recipient will be selected using a peer review process based on the following criteria:

- Qualifications, experience and productivity of the applicant in breast cancer research
- Commitment and track record of mentoring the next generation of breast cancer researchers
- Scientific impact, merit, and originality of the applicant's ongoing research, and the ongoing research that the applicant is mentoring
- Documented effective research team leadership
- Facilities and resources available to the applicant to continue their research career and attain their career goals

Compliance with Applicable Legal Requirements (Applies to Non-U.S. Institutions and Entities)

The award of a Research Professorship is subject to applicable financial and legal requirements, including but not limited to United States laws addressing foreign corrupt practices and economic and trade sanctions and embargoes (including but not limited to those administered by the Office of Foreign Assets Control of the U.S. Department of the Treasury). Notwithstanding any other provision in this Request for Proposals, any grant award is contingent on Conquer Cancer's ability to transfer grant funds to the sponsoring institution and/or individual(s) and support the research project to be conducted by the applicant in compliance with all applicable legal requirements. **Conquer Cancer will not accept applications from, and/or make grant awards to, certain foreign sponsoring institutions or individuals if Conquer Cancer is prohibited from doing so under U.S. sanctions laws, or if Conquer Cancer would be required to obtain a license from the Office of Foreign Assets Control or the Department of Commerce to make such grants.** If it is impossible or inadvisable for Conquer Cancer, in its sole and absolute discretion, to transfer grant funds to the sponsoring institution and/or individual(s) pursuant to applicable legal requirements, the grant will not be awarded to the sponsoring institution and/or individual. If, after payment of the first installment of a grant award, it becomes impossible or inadvisable for Conquer Cancer, in its sole and absolute discretion, to fulfill its obligations in a grant award, including but not limited to the transfer of grant funds to the sponsoring institution and/or individual(s) pursuant to applicable legal requirements, then Conquer Cancer shall have no obligation to pay additional installments of the grant award. It is the responsibility of the sponsoring institution and the applicant to provide Conquer Cancer with the information or lawful means that permit Conquer Cancer to transfer the grant funds in compliance with all legal requirements.

Among the resources available to evaluate compliance with requirements administered by the Office of Foreign Assets Control are:

- <http://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>
- <http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>
- <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>

For more information, see Terms and Conditions located in Appendix A.

Key Dates

Letter of Intent Opens:	September 10, 2021
Letter of Intent Due:	December 14, 2021 by 11:59 PM ET
Letter of Intent Notifications:	December 20, 2021
Full Application Due:	January 31, 2022 by 11:59 PM ET
Award Notification Date:	April 2022
Award Term:	July 1, 2022 – June 30, 2027

Application Changes

The applicant must notify Conquer Cancer immediately by sending an email to grants@conquer.org if any of the following condition applies from application submission through award notification:

1. Withdrawal of Application. Send an email to grants@conquer.org to inform the Conquer Cancer Grants and Awards team of the reason(s) for withdrawing the application. The email should include the applicant's name, the title of the proposal, and the reason for withdrawing the application.
2. Change of Institution or Position. The applicant has a career plan change, leaves their current position in the institution, or is unable to meet the eligibility requirements of this RFP. If the applicant is selected to receive a Research Professorship, Conquer Cancer has the right in its sole discretion to withdraw the award.
3. Change in Proposal (Scope, Timeline, Budget, etc.). The applicant has significant changes in the submitted proposal affecting aims, research strategy, timeline, and/or budget. If Conquer Cancer is notified of the change in proposal after the applicant is notified of an award, Conquer Cancer has the right in its sole discretion to withdraw the award.

Award Notification

Applicants can expect to be notified in April 2022 via email from awards@mail.asco.org. To ensure receipt of notifications from the application portal, it is highly recommended to include awards@mail.asco.org to the applicant's safe sender list. All communication regarding applications, including award notifications, will be sent to the preferred email address on the applicant's membership profile. For questions, please contact grants@conquer.org.

Application Information Use and Sharing

Conquer Cancer may use and process the information submitted through this application form for several purposes, including but not limited to: 1) evaluating the application, 2) communicating with you regarding your application and other opportunities that may be of interest to you, 3) publishing information regarding Conquer Cancer's grants and awards program, including through third party databases, 4) informing Conquer Cancer's grant making strategies and policies, and 5) for other legitimate purposes in keeping with Conquer Cancer's Privacy Policy and charitable mission. Information submitted through this application form will be kept on secure servers accessible to Conquer Cancer personnel and third parties authorized by Conquer Cancer to perform functions on Conquer Cancer's behalf.

In addition, by submitting an application form to Conquer Cancer, the applicant grants Conquer Cancer the right to use all application information submitted, outside of the research proposal, for any purpose.

The details of research proposals submitted are considered confidential property of the applicant. Conquer Cancer is permitted to share research proposals with Conquer Cancer staff and reviewers, third party contractors, and potential supporters, and Conquer Cancer will require all to maintain the confidentiality of such proposals.

If an applicant is selected for an award, the applicant grants Conquer Cancer permission to deposit grantee information collected in any documents or communications related to the application (including but not limited to investigator name, degree(s), clinical specialty, Open Researcher and Contributor ID (ORCID), institution and institutional information, project title, abstract, grant start date and duration, and grant amount) into the Health Research Alliance (HRA) online database (HRA Analyzer) of privately funded grants, the Dimensions database, or any other similar database.

If an applicant is deemed fundable but Conquer Cancer does not have funding available, the applicant grants Conquer Cancer permission to share the full proposal to potential supporters.

Application Procedures

The Research Professorship contains two phases: a Letter of Intent (LOI) phase and a Full Application phase. Completion of the Full Application is by invitation-only based on the submitted LOI.

All applications must be submitted in accordance with the requirements and instructions of this Request for Proposals (RFP). All application materials must be in English and must be submitted online through the ASCO and Conquer Cancer application portal at awards.asco.org. No paper applications sent by mail, e-mail, or fax will be accepted.

Applicants are encouraged to start their application early due to the complexity of the online application process. The LOI must be submitted by **11:59 PM ET on December 14, 2021**. No late applications will be accepted. Please note that technical assistance is only available until 5:00 PM ET on the due date.

Helpful Tips for Using the Application Portal are included in Appendix B.

PHASE 1: LETTER OF INTENT

Sections of the LOI are listed below. More details about each section, including requirements and instructions, are described in the succeeding pages:

1. Applicant Information (required)
2. Mentoring Statement (required)
3. Project Information (required)
4. Applicant's Biosketch (required)
5. Review and Submit (required)

1. **Applicant Information (required).** This section includes the following:

- **Applicant Information.** This information is pulled directly from the applicant's ASCO membership profile. If changes need to be made to the applicant's information, visit profile.asco.org. **Please make sure that the applicant's profile has the most up-to-date information before beginning an application.** Changes made to the applicant's profile are not saved in real-time but will be reflected on this form before submitting the full application.
 - First Name
 - Middle Name
 - Last Name
 - Degree
 - Race and Ethnicity (this field is not visible in the application portal; applicant should self-identify race/ethnicity in their ASCO membership profile)
 - Primary Organization Name
 - Address (including city, state, and zip code)
 - Country
 - Primary email address (all future communications about the application will be sent to this address)
 - ORCID ID
 - ASCO Member ID
- **Additional questions and required information.** Answer the following:
 - Do you have a medical degree or international equivalent?
 - Do you have a full-time faculty appointment?
 - Field of Clinical Training. Select all that apply
 - Field of Research Training. Select all that apply.
- After completing this form, click **"Mark as Complete"**.

2. **Mentoring Statement (required).**

Provide a description of the applicant's qualifications and experience as a leader in the field of breast cancer research and as a mentor. State the applicant's commitment to provide leadership and mentoring to trainees and/or junior faculty under this Professorship. The mentoring statement is limited to three (3) typewritten, single-spaced pages, with one-inch margins and 11-point Arial font type.

Click **"Attach File"** and select the file to be uploaded in the application.

Use this file naming convention: *[year program abbreviation]_Commitment_[Last name]* (e.g., *2022RP_Commitment_Smith*)

After completing this form, click **"Mark as Complete"**.

3. **Project Information (required).** This section includes the following proposed project information (all are required):

- **Research Project Title (250 characters maximum):** Provide a short descriptive title of the research project.

- Brief Research Project Description/Abstract (3000 characters maximum): Provide a brief abstract of the research project.
 - Lay Abstract (2500 characters maximum). Provide a layperson summary of the project. Describe the work in a way that it will be understood by people who do not have scientific or medical backgrounds. Be clear and avoid technical and scientific terms when possible. It should not include confidential information. If selected to receive an award, Conquer Cancer may use the content of this layperson summary on its website and/or other public facing materials.
 - Specific Aims (1000 characters maximum per aim): Select the number of aims from the drop-down list. Briefly describe each aim separately and concisely in the boxes provided. Include the following for each aim: the aim objective (e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology), goals, and summarize the expected outcomes. At least one specific aim is required. Details (e.g., background, rationale for each aim and alternative strategy) for respective aims can be included in the research strategy section.
 - Subject Area: Select one Subject Area from the drop-down list that best describes the research project. If "Other" is selected, provide information in the text field.
 - Focus Area(s): Select all that apply. If "Other" is selected, provide information in the text field.
 - Research Classification: Select a category that relates to the research project. The list has six broad categories of scientific interest in cancer research.
 - Type of Research Study: Select an option from the drop-down list.
 - If "Clinical" is selected, indicate the clinical trial phase and clinical trial number or identifier.
 - Assurances:
 - Animal Use. Indicate whether animals will be used in the research. If yes, select the appropriate status.
 - If the status is Approved, enter the IACUC Approval Date, Expiration Date, and Number.
 - If the status is Exempt, enter the Exemption Number.
 - Human Subjects. Indicate whether human subjects will be involved in the research. If yes, select the appropriate status.
 - If the status is Approved, enter the IRB Approval Date, IRB Expiration Date, and Assurance Number.
 - If the status is Exempt, enter the Exemption Number.
 - Use of Drug(s): Indicate if the research involves the use of drug(s). If yes, enter the name of the drug(s) and the drug manufacturer(s). It is highly encouraged to include a letter from the manufacturer(s) or supplier(s) that they will provide the drug in the Supporting Documentation section of the application.
 - After completing this form, click "**Mark as Complete**".
4. **Applicant's Biosketch (required)**. Applicants should use the NIH biosketch template provided with an expiration date of 02/28/2023. The biosketch must not exceed more than five (5) pages. To complete the biosketch, please refer to these [instructions](#). **If the document uploaded exceeds the page limit, Conquer Cancer will return the application.**

Click "**Attach File**" and select the file to be uploaded in the application.

Use this file naming convention: *[year program abbreviation]_Biosketch_[Last name]* (e.g., *2022RP_Biosketch_Smith*)

After completing this form, click **“Mark as Complete”**.

5. Review and Submit (required).

The applicant will not be able to navigate to this page until all required sections have been **“Marked as Complete”**.

On the left navigation, click **“Review”** to review or **“Submit”** to submit the application.

To download a copy of the application, click **“My Applications”**. Click the ellipsis (...) on the specific application and click **“Download”**.

On the next screen, select the desired options and click **“Download”**.

A new tab will open. Once the download is ready, click **“Download”**. The application will be downloaded as a zip file.

Letter of Intent Review Criteria and Notification

The LOI will be reviewed internally by Conquer Cancer based on the following criteria:

- (1) Completeness of information and adherence to instructions for submission;
- (2) Eligibility, and;
- (3) Appropriateness of scientific focus of the proposal.

After review, applicants will be notified about the status of their LOI on **December 20, 2021**. **Only applicants who have received an approval for their LOI will be eligible to submit a full application.**

LETTER OF INTENT CHECKLIST

- ☐ Applicant Information (required)
- ☐ Mentoring Statement (required)
- ☐ Project Information (required)
- ☐ Applicant's Biosketch (required, 5 pages maximum)
- ☐ Review and Submit (required)

PHASE 2: FULL APPLICATION

Sections of the full application are listed below. More details about each section, including requirements and instructions, are described in the succeeding pages:

1. Applicant Information (required)
2. Personal Statement Form (required)
3. Mentoring Statement (required)
4. Applicant's Biosketch (required)
5. List of Collaborators and Project Team Members (required)
6. Mentorship Plan (required)
7. Project Information (required)
8. Research Strategy (required)
9. Biostatistical Plan (required, 1 page maximum)
10. Cited References (required)
11. Patient Advocate Form (required)
12. Budget (required)
13. Project Timeline Form (required)
14. Institutional Letter of Support from Department Chair or Dean (required)
15. Clinical Protocol (optional) – strongly encouraged
16. Publication Form (optional) – maximum of two publications
17. Letters from Mentees (required)
18. Additional Supporting Documentation (required)
 - a. Letter of biostatistical support (required)
 - b. Letter of support from patient advocate (required)
19. Institutional Approval (required)
20. Review and Submit (required)

Applicants are also encouraged to refer to this [FAQ](#).

Note: Information previously entered in the Letter of Intent may appear in some sections. Please edit the existing information as necessary.

1. **Applicant Information (required).** This section includes the following:

- **Applicant Information.** This information is pulled directly from the applicant's ASCO membership profile. If changes need to be made to the applicant's information, visit profile.asco.org. Please make sure that the applicant's profile has the most up-to-date information. Changes made to the applicant's profile are not saved in real-time but will be reflected on this form before submitting the full application.
 - First Name
 - Middle Name
 - Last Name
 - Degree
 - Race and Ethnicity (this field is not visible in the application portal; applicant should self-identify race/ethnicity in their ASCO membership profile)
 - Primary Organization Name
 - Address (including city, state, and zip code)
 - Country
 - Primary email address (all future communications about the application will be sent to this address)
 - ORCID ID
 - ASCO Member ID
- **Additional questions and required information.** Answer the following:
 - Do you have a medical degree or international equivalent?
 - Do you have a full-time faculty appointment?
 - Academic Rank. Select from the drop-down list.
 - Certification/Subspecialty Training. Select from the drop-down list.
 - Field of Clinical Training. Select all that apply
 - Field of Research Training. Select all that apply.
- After completing this form, click "**Mark as Complete**".

2. **Personal Statement Form (required).**

Enter answers to the following questions. Cutting and pasting from a Word document is allowed. Each response must not exceed 2,500 characters.

- **Applicant's qualifications and experience.** Provide a description of the applicant's qualifications and experience as a leader in the field and a mentor.
- **Contributions to breast cancer research.** Describe the applicant's seminal contributions to breast cancer research. Reference up to four relevant peer-reviewed publications relevant to each contribution.
- **Mentoring.** Describe the applicant's track record of mentoring individuals who have become successful in breast cancer research. List the individuals you have trained, their current positions, and describe the impact you have had on their careers.
- **Percentage time of research activities.** Provide the percentage of time the applicant will spend on total research activities during the award period.
- **Percentage time of mentoring.** Provide the percentage of time the applicant will spend on mentoring activities during the award period.

- Sources of salary support. List the applicant's sources of salary support.

After completing this form, click **"Mark as Complete"**.

3. **Mentoring Statement (required)**. Provide a description of the applicant's qualifications and experience as a leader in the field of breast cancer research and a mentor. State the applicant's commitment to provide leadership and mentoring to trainees and/or junior faculty under this Professorship. The mentoring statement is limited to three (3) typewritten, single-spaced pages, with one-inch margins and 11-point Arial font type. **If the document uploaded exceeds the page limit, Conquer Cancer will return the application.**

Click **"Attach File"** and select the file to be uploaded in the application.

Use this file naming convention: *[year program abbreviation]_Commitment_[Last name]* (e.g., *2022RP_Commitment_Smith*)

After completing this form, click **"Mark as Complete"**.

4. **Applicant's Biosketch (required)**. Applicants should use the NIH biosketch template provided with an expiration date of 02/28/2023. The biosketch must not exceed more than five (5) pages. To complete the biosketch, please refer to these [instructions](#). **If the document uploaded exceeds the page limit, Conquer Cancer will return the application.**

Click **"Attach File"** and select the file to be uploaded in the application.

Use this file naming convention: *[year program abbreviation]_Biosketch_[Last name]* (e.g., *2022RP_Biosketch_Smith*)

After completing this form, click **"Mark as Complete"**.

5. **List of Collaborators and Project Team Members (required)**. This list should include (1) the researchers the applicant plans to collaborate with on the proposed research project; (2) the researchers that the applicant plans to mentor, and; (3) a brief description of each individual's role in the proposed project. The document is limited to two (2) typewritten, single-spaced pages, with one-inch margins and 11-point Arial font type. **If the document uploaded exceeds the page limit, Conquer Cancer will return the application.**

Click **"Attach File"** and select the file to be uploaded in the application.

Use this file naming convention: *[year program abbreviation]_Project_Team_[Last name]* (e.g., *2022RP_Project_Team_Smith*)

After completing this form, click **"Mark as Complete"**.

6. **Mentorship Plan (required)**. Applicants must include a mentorship plan for the researcher(s)-in-training and/or junior faculty (mentees), including a discussion of the mentees' career development plan and the mentoring activities that will be provided to the mentees, and the intended structure of the applicant/mentee interaction during the proposed project period. It should discuss how the applicant will support the mentees to develop the knowledge and skills necessary for a successful career in clinical breast cancer research. The plan should also discuss mutual expectations of the individual roles of the mentees and applicant (including work schedule and frequency of meetings) and should delineate when and how progress assessments will occur. If selected to receive the Research Professorship, the applicant and mentees will be required to report on the progress of the mentoring plan by submitting status progress reports. **The mentorship plan is limited to six (6) typewritten, single-spaced pages, with one-inch margins and 11-point Arial font type.**

If the document uploaded exceeds the page limit, Conquer Cancer will return the application.

Click "**Attach File**" and select the file to be uploaded in the application.

Use this file naming convention: *[year program abbreviation]_Mentorship Plan_[Last name]* (e.g., *2022RP_Mentorship Plan_Smith*)

After completing this form, click "**Mark as Complete**".

7. **Project Information (required)**. This section includes the following proposed project information (all are required):
- **Research Project Title (250 characters maximum)**: Provide a short descriptive title of the research project.
 - **Brief Research Project Description/Abstract (3000 characters maximum)**: Provide a brief abstract of the research project.
 - **Lay Abstract (2500 characters maximum)**. Provide a layperson summary of the project. Describe the work in a way that it will be understood by people who do not have scientific or medical backgrounds. Be clear and avoid technical and scientific terms when possible. It should not include confidential information. If selected to receive an award, Conquer Cancer may use the content of this layperson summary on its website and/or other public facing materials.
 - **Specific Aims (1000 characters maximum per aim)**: Select the number of aims from the drop-down list. Briefly describe each aim separately and concisely in the boxes provided. Include the following for each aim: the aim objective (e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology), goals, and summarize the expected outcomes. At least one specific aim is required. Details (e.g., background, rationale for each aim and alternative strategy) for respective aims can be included in the research strategy section.
 - **Subject Area**: Select one Subject Area from the drop-down list that best describes the research project. If "Other" is selected, provide information in the text field.
 - **Focus Area(s)**: Select all that apply. If "Other" is selected, provide information in the text field.
 - **Research Classification**: Select a category that relates to the research project. The list has six broad categories of scientific interest in cancer research.

- Type of Research Study: Select an option from the drop-down.
 - If “Clinical” is selected, indicate the clinical trial phase and clinical trial number or identifier.
- Assurances:
 - Animal Use. Indicate whether animals will be used in the research. If yes, select the appropriate status.
 - If the status is Approved, enter the IACUC Approval Date, Expiration Date, and Number.
 - If the status is Exempt, enter the Exemption Number.
 - Human Subjects. Indicate whether human subjects will be involved in the research. If yes, select the appropriate status.
 - If the status is Approved, enter the IRB Approval Date, IRB Expiration Date, and Assurance Number.
 - If the status is Exempt, enter the Exemption Number.
- Use of Drug(s): Indicate if the research involves the use of drug(s). If yes, enter the name of the drug(s) and the drug manufacturer(s). It is highly encouraged to include a letter from the manufacturer(s) or supplier(s) that they will provide the drug in the Supporting Documentation section of the application.
- After completing this form, click “**Mark as Complete**”.

8. Research Strategy (required). The research strategy is limited to six (6) typewritten, single-spaced pages, with one-inch margins and using an 11-point Arial font type. ALL pertinent tables, pictures, and graphs **MUST** be included within the 6-page limit. **If the document uploaded exceeds the page limit, Conquer Cancer will return the application.**

The Research Strategy must contain the following information:

- i. Significance and Background:
 1. Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
 2. Explain how the proposed project will improve scientific knowledge, technical capability, and/or critical practice in breast cancer research.
 3. Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will change if the proposed aims are achieved.
- ii. Innovation:
 1. Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
 2. Describe any novel theoretical concepts, approached or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.
 3. Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.
- iii. Approach:
 1. Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate.

2. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
3. If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high-risk aspects of the proposed work.
4. Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised.
5. Clearly state the role of the mentees in the project (i.e. writing of protocol, performing the assays, etc.). When human subjects are involved, the precautions to ensure patient safety and confidentiality and the relevance or implications for patient care should be explained.
6. List and describe the facilities and resources available to conduct the study, including a description of industry support for any clinical trials.

Click “**Attach File**” and select the file to be uploaded in the application.

Use this file naming convention: *[year and program abbreviation]_ResearchStrategy_[Last name]*
(e.g., 2022RP_ResearchStrategy_Smith)

After completing this form, click “**Mark as Complete**”.

9. **Biostatistical Plan (required).** Applications will be reviewed by a biostatistician. A detailed statistical plan is required for all applications. The plan is limited to one (1) typewritten, single-spaced page with one-inch margins and 11-point Arial font type. **If the document uploaded exceeds the page limit, Conquer Cancer will return the application.**

For clinical and in-vivo studies, this section should include the primary objective/hypothesis and endpoint of the study, description of experimental design and study groups that will be compared, justification of the proposed study sample size, detailed procedures for data analysis, and any other appropriate statistical considerations. An appropriate sample size justification should include all parameters required for the computation of the sample size: the effect size, power and type I error rates for each aim where applicable. When relevant to the project, it should also state median follow-up, prevalence of mutations in a given population, and accrual rate, for example.

Laboratory-based in vitro research proposals should also include the primary objective/hypothesis and endpoint of the study, procedures for data analysis, and appropriate statistical details that describe the summary measures that will be used to meet the objectives of the study.

The applicant should work with a biostatistician in developing the application and during the performance of the proposed research project. The applicant is required to upload a Letter of Support from a biostatistician under the Additional Supporting Documentation section.

Click “**Attach File**” and select the file to be uploaded in the application.

Use this file naming convention: *[year and program abbreviation]_BiostatisticalPlan_[Last name]*
(e.g., 2022RP_BiostatisticalPlan_Smith).

After completing this form, click “**Mark as Complete**”.

10. Cited References (required). Upload a bibliography of any references cited in the Research Plan.

Click “**Attach File**” and select the file to be uploaded in the application.

Use this file naming convention: *[year and program abbreviation]_CitedReferences_[Last name]*
(e.g., 2022RP_CitedReferences_Smith)

After completing this form, click “**Mark as Complete**”.

11. Patient Advocate Form (required). Applications will be reviewed by a patient advocate. The patient advocate will assess how well the applicant explains how the proposed project could impact patients. The responses on this form must be written in a way that it is understood by people who do not have scientific or medical backgrounds. Clinical studies must be well-designed and ethical, minimizing patient burdens, and reflect the needs of and advances in meaningful outcomes for patients.

The applicant is required to work and communicate with a patient advocate early during the development of the project and the application. This will help to ensure that the proposed research is relevant to patients and addresses their needs efficiently. **A patient advocate can include but is not limited to a survivor of or person living with breast cancer, a family member or primary caregiver of a person living with breast cancer, or other individual with a strong personal connection or experience with breast cancer.** A patient advocate should have a dedicated interest in cancer research and survivorship and be able to represent the perspective of breast cancer patients/survivors/co-survivors in the development and conduct of the project. Applicants are encouraged to refer to the Patient Advocate section in this [FAQ](#).

The applicant and patient advocate should:

- Discuss the project and identify the potential translational and clinical significance of the project from the patient perspective. How will successful completion of the project lay foundation for future translational and clinical research studies?
- Discuss how the project will affect fundamental concepts in cancer research that are relevant to patients, their families, and the general public.
- Discuss the research and clinical design of the project.
- Work together to develop the lay language abstract.

The applicant must describe how a patient advocate was involved in developing the grant application and explain the role a patient advocate will have during the conduct of the research project. The applicant is required to upload a Letter of Support from a patient advocate under the Additional Supporting Documentation section.

In order to inform the reviewers of the applicant’s proposed research’s relevance for cancer patients and to ensure that their research is patient-focused, the applicant must answer the following questions as concisely as possible (200 words per question):

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1. Describe the clinical problem being addressed, its scope, and the impact the research could potentially have on the breast cancer patient population.
2. If the study is successful what will be the next steps in moving the research into clinical practice. Describe the potential barriers to accrual and/or retention.
3. How does the applicant plan to engage patient advocates and relevant stakeholders in the design/implementation of your study and dissemination of the results?
4. How will the results of this study improve a patient's quality of life?
5. What burdens will the trial impose on breast cancer patients? What has the applicant done in designing the study to minimize the burden these patients?

After completing this form, click **"Mark as Complete"**.

12. Budget (required). The award funds will be directed to the Sponsoring Institution and should be used towards salary support, supplies, equipment, travel, etc. necessary for the pursuit of the Applicant's research project. Award funds may not be applied to patient care costs that are reimbursable by a third-party payor, to the Applicant's ASCO membership dues, or to tuition or fees for academic courses.

The budget must be directly entered into the budget form. Budget justification for the entire period must be entered in the "Description of Costs" column. Enter N/A for budget categories not being requested. The direct and indirect costs will calculate automatically at the bottom of the page as entered.

The budget guidelines are as follows:

- **Total Award:** The total award amount is \$500,000 payable on July 1 in annual increments of \$100,000 over five years. The total cost requested per year should not exceed \$100,000. During the award period, at least 80 percent of the yearly budget must be expended by the end of each reporting year as a condition of approval for payment of the next installment of Award Funds.
- **Research support:** At least \$93,500 per year should support costs directly related to the research project such as personnel salary, supplies, equipment, and other expenses. Budgeted items must be consistent with available institutional facilities and resources. Patient care costs that are reimbursable by a third-party payor, professional membership dues, tuition fees, and other fees for academic courses are unallowable costs. Salary limits will be equivalent to the NIH applicable limit.
- **Travel:** Up to \$1,500 per year should be allotted specifically for the Applicant's travel to the ASCO Annual Meeting and for any other travel essential to conducting the study. Attendance is mandatory at the Conquer Cancer Grants and Awards Ceremony, which will take place during the ASCO Annual Meeting in June 2022. Conquer Cancer approves costs incurred to attend the ASCO Annual Meeting as pre-award costs.
- **Indirect costs:** Up to \$5,000 per year (or 5 percent of the yearly total award amount) may be applied to overhead or facilities and administrative costs of the Applicant's institution in administering the research project.

After completing this form, click **"Mark as Complete"**.

- 13. Project Timeline Form (required, template provided).** Enter each major project milestone/activity, a brief description, the expected completion date, the status and if it is an associated deliverable. A deliverable is something that can be included in a progress report, such as a publication or an approval letter. The applicant is not required to have deliverables. However, the timeline should make it clear what outcomes will be achieved during the grant award period.

Download the template, then update the following:

- Enter the name of the milestone/activity
- Enter a description of the milestone/activity
- Enter the expected date of completion
- Indicate whether the milestone/activity is a deliverable
- Select the appropriate status
- Do not enter any comments.

Click “**Attach File**” and select the file to be uploaded in the application.

Use this file naming convention: *[year program abbreviation]_Timeline_[last name]* (e.g., *2022RP_Timeline_Smith*).

After completing this form, click “**Mark as Complete**”.

- 14. Institutional Letter of Support from Department Chair or Dean (required).** A letter from the Department Chair or Dean from the applicant’s sponsoring institution where the research project will be conducted must be provided. This letter must include a statement of institutional support that will enable the applicant to perform the proposed research. This letter must be signed and on official letterhead. **If the letter is not signed and not printed on official letterhead, Conquer Cancer will return the application.**

Click “**Attach File**” and select the file to be uploaded in the application.

Use this file naming convention: *[year and program abbreviation]_InstitutionalLOS_[Last name]* (e.g., *2022RP_InstitutionalLOS_Smith*).

After completing this form, click “**Mark as Complete**”.

- 15. Clinical Protocol (optional, strongly encouraged).** If the research project involves a clinical protocol, it is strongly encouraged to upload a copy of the protocol.

Click “**Attach File**” and select the file to be uploaded in the application.

Use this file naming convention: *[year and program abbreviation]_ClinicalProtocol_[Last name]* (e.g., *2022RP_ClinicalProtocol_Smith*)

After completing this form, click **“Mark as Complete”**.

16. Publications (optional). Up to two prior publications that highlight the applicant’s experience and qualifications may be included. The applicant must be a co-author on these publications.

To enter publications:

- Select the total number of publications from the drop-down (1 or 2).
- For each publication, enter the title, PubMed ID number, year, type, name, status, URL, and funding status.
- Click **“Attach File”** and select the file(s) to be uploaded in the application. Use this file naming convention: *[year program abbreviation]_Publication 1_[last name]* (e.g., *2022RP_Publication 1_Smith*)

After completing this form, click **“Mark as Complete”**.

17. Letters from Mentees (required). Applicants must include a letter from each researcher who will be mentored by the applicant during the award period. The letter must be signed, on letterhead and should include the following information:

- Mentee’s current position and research focus
- Mentee’s prior training/mentorship relationship with the applicant (if applicable)
- Goals (what you hope to achieve as a result of the mentoring relationship; e.g., gain perspective relative to skills necessary for success in academia, explore new career opportunities/alternatives, obtain knowledge of organizational culture, networking, leadership skill development, etc.)
- Ways to achieving goals as stated above (e.g., meeting regularly, manuscripts/grants, collaborating on research projects, steps to achieving independence, etc.)
- Anticipated mentoring and training activities the mentee will participate in
- Mentee’s role in the development of the research project (if applicable)

If the letter is not signed and not printed on official letterhead, Conquer Cancer will return the application.

Click **“Attach File”** and select the file to be uploaded in the application. Repeat this step to upload multiple files.

Use this file naming convention: *[year and program abbreviation]_[Mentee Last Name]_MenteeLOS__[Last name]* (e.g., *2022RP_Doe_MenteeLOS_Smith*).

After completing this form, click **“Mark as Complete”**.

18. Additional Supporting Documentation (required). This section may be used to upload any necessary additional information required to properly review the application (e.g., letters documenting the feasibility of the project, a letter from a drug company that they will provide the investigational drug, a letter of collaboration from another laboratory providing expertise for this project, a letter of

support for a collaboration, etc.). Letters of support from collaborating biostatisticians and patient advocates are required. All letters must be signed and on official letterhead. Due to the limited time given to the reviewers, upload of any documents that are not critical to the review of the proposal or any additional publications is not allowable.

Click “**Attach File**” and select the file to be uploaded in the application. Repeat this step to upload multiple files.

Use this file naming convention: *[year and program abbreviation]_SupportingDoc_[number]_[Last name]* (e.g., 2022RP_SupportingDoc_1_Smith; 2022RP_SupportingDoc_2_Smith; etc.).

After completing this form, click “**Mark as Complete**”.

19. Institution Approval (required). The Authorized Official representing the sponsoring institution must approve the completed application (both the project proposal and the budget) before submission by completing the “Institution Approval” task. This individual is typically from the institution’s Office of Sponsored Research. The task will not be available until all the required application tasks have been completed.

- To request a recommendation from the Institution Approver:
 - Click “**Request a Recommendation**”.
 - Enter the First name, Last name, Email address, and write a message (optional) to the Institution Approver.
 - Click “**Send Request**”. The Institution Approver will receive an email notification with the message.
 - If the Institution Approver accepts or decline the recommendation request, the applicant will receive an email notification.
- To resend or withdraw the request, click the ellipsis (...) near the Institution Approver’s name and email and select the appropriate option from the drop-down list.
- **IMPORTANT:** The Institution Approver must complete their task and click “Submit” at the bottom of the page prior to the deadline. An email notification will be sent to the applicant confirming that the task has been completed.
- The applicant will not be able to submit the application until this task is submitted.
- Once the Institution Approver has submitted the task, return to this section and click “**Mark as Complete**”.

20. Review and Submit (required).

The applicant will not be able to navigate to this page until all required sections have been “**Marked as Complete**” and the Institution Approver task has been submitted.

On the left navigation, click “**Review**” to review or “**Submit**” to submit the application.

To download a copy of the application, click “**My Applications**”. Click the ellipsis (...) on the specific application and click “**Download**”.

On the next screen, select the desired options and click **“Download”**.

A new tab will open. Once the download is ready, click **“Download”**. The application will be downloaded as a zip file.

FULL APPLICATION CHECKLIST

All required and optional (if filled out) sections must be marked as complete and uploaded documents must follow the prescribed file naming convention.

- ☐ Applicant Information (required)
- ☐ Personal Statement Form (required)
- ☐ Mentoring Statement (required)
- ☐ Applicant's Biosketch (required, 5 pages maximum)
- ☐ List of Collaborators and Project Team Members (required, 2 pages maximum)
- ☐ Mentorship Plan (required, 6 pages maximum)
- ☐ Project Information (required)
- ☐ Research Strategy (required, 6 pages maximum including tables, pictures, graphs, single spaced, 1-inch margins, Arial, font size 11)
- ☐ Biostatistical Plan (required, 1 page maximum)
- ☐ Cited References (required)
- ☐ Patient Advocate Form (required)
- ☐ Budget (required)
- ☐ Project Timeline Form (required)
- ☐ Institutional Letter of Support from Department Chair or Dean (required)
- ☐ Clinical Protocol (optional) – strongly encouraged
- ☐ Publication Form (optional) – maximum of two publications
- ☐ Letters from Mentees (required)
- ☐ Additional Supporting Documentation (required)
 - Letter of biostatistical support (required)
 - Letter of support from patient advocate (required)
- ☐ Institution Approval (required)
- ☐ Review and Submit (required)

Appendix A. Terms & Conditions

The Applicant selected to receive a Research Professorship, and his or her Sponsoring Institution, must execute a separate Terms and Conditions document with Conquer Cancer in order to receive a Research Professorship. This section of the RFP sets forth selected provisions of the Terms and Conditions that the Applicant and his or her Sponsoring Institution should review carefully before submitting an application for a Research Professorship. This RFP does not contain the complete Terms and Conditions document. Conquer Cancer reserves the rights to modify any of the provisions of the Terms and Conditions prior to execution by the Applicant and Sponsoring Institution.

Responsible Conduct of Research

- (1) The Research Project will be conducted according to the highest scientific and ethical standards and in compliance with all applicable laws and regulations and with the policies of the Sponsoring Institution, including with respect to Sponsoring Institution's conflict of interest policies and procedures. To the extent policies of the Sponsoring Institution conflict with these Terms and Conditions, these Terms and Conditions will prevail.
- (2) Upon request of Conquer Cancer, the Recipient will provide copies of documentation of Institutional Review Board approval for human research subjects to Conquer Cancer prior to commencing research on human subjects, if applicable.
- (3) Upon request of Conquer Cancer, the Recipient will provide copies of documentation of Institutional Animal Care and Use Committee approval or international animal welfare board equivalent to Conquer Cancer prior to commencing research on animal subjects, if applicable.

Funds: Payment and Use

- (4) The Award total is \$500,000, paid in five annual installments of \$100,000, on or about July 1, 2022, 2023, 2024, 2025, and 2026 subject to compliance by Recipient and Sponsoring Institution with these Terms and Conditions. The Award funds will be paid to the Sponsoring Institution.
- (5) The Award will be used solely as detailed in the Research Project (including the grant proposal and budget).
- (6) No more than 5 percent of total costs will be applied to overhead or indirect costs of the Sponsoring Institution in administering the Research Project. At least \$93,500 per year of the Award funds will be applied to research support. No more than \$1,500 per year will be used to cover the Recipient's travel expenses (including to the ASCO Annual Meeting). Direct costs include costs related to sub-grants and subcontracts. Salary limits will be equivalent to the NIH applicable limit.
- (7) Conquer Cancer will not make payment of the next installment of Conquer Cancer Funds unless the Recipient expends at least 80 percent of his or her yearly budget by the end of the applicable

reporting year, or the Recipient has submitted an explanation that is satisfactory to Conquer Cancer, in its sole discretion, as to why this requirement was not met.

- (8) Award funds will not be used for expenditures incurred prior to the first day of the Award Period (except for expenses related to travel to the Conquer Cancer Grants and Awards Ceremony) or after the last day of the Award Period. No additional expenses may be paid from Award funds after Conquer Cancer has received the Recipient's final expenditure report or after any unexpended funds have been returned to Conquer Cancer, which must be provided in accordance with specific paragraphs in the full Terms and Conditions.
- (9) At the end of the Award Period, any unexpended funds and any funds expended inconsistent with the Research Project will be returned to Conquer Cancer.
- (10) If the Research Project included budgeted subcontracts to other institutions, Recipient will be responsible for obtaining budget summaries and progress information annually, in concordance with the reporting schedule set forth herein. All consortium and contractual agreements will be subject to and will comply with these Terms and Conditions. Recipient will ensure that the Research Project is conducted in compliance with these Terms and Conditions.
- (11) With prior written approval from Conquer Cancer, Recipient may subcontract with a third party even if not budgeted in the original research proposal. A request to reallocate the budget will be submitted to Conquer Cancer through Conquer Cancer's application portal for approval and will include a description of the work to be performed by the third party, reason for contracting with the third party, and a complete budget for the third party including revisions to the original budget categories. All contractual agreements will be subject to and will comply with these Terms and Conditions.
- (12) Award funds not expended in the year for which they were budgeted may be carried over to the same budget component in the next year of the Award Period without prior approval of Conquer Cancer. However, a detailed justification of why funds were not expended and how they will be expended in the following year will be included in the expenditure report.

Requests for Budget Changes or Extensions

- (13) The Recipient may move funds of up to 5 percent of the total yearly budget (\$5,000) between budget categories or into new budget categories without prior written approval of Conquer Cancer. Notwithstanding the foregoing, budget limits on indirect and travel costs will be strictly followed and cannot be adjusted.
- (14) Budget changes of greater than 5 percent per year between budget categories will be approved in writing by Conquer Cancer before expenditure of funds. The Recipient will submit a re-budget request with a detailed justification of the proposed change through the application portal.

- (15) Any request for a no-cost extension or budget change must be made through the application portal no earlier than 90 days prior to the expiration of the Award Period. Requests received after the last day of the Award Period will not be accepted and will automatically be disapproved. No cost-extensions of up to six months may be approved by Conquer Cancer in its sole discretion. Conquer Cancer may approve up to a maximum of three no-cost extensions.
- (16) Requests for a six month no-cost extension require a no-cost-extension request submission through the application portal and a detailed explanation of why the request is being made. Requests will only be approved if they pertain to Research Project. Conquer Cancer will approve or disapprove the request at its discretion.
- (17) If a no-cost extension is granted by Conquer Cancer, the Recipient will submit additional progress reports and financial expenditure reports every six months during the extension term.

Change of Personnel

- (18) The Recipient is not permitted to transfer the Award to a co-investigator or any member of the research team.

Changes in Research Focus and Project Scope

- (19) Changes in the specific aims of the Research Project will not be allowed without prior written consent from Conquer Cancer. Any request for changes in the specific aims of the Research Project must be made through the application portal prior to performing any changes to the Research Project. Conquer Cancer will approve or disapprove the request at its discretion.
- (20) Major changes in research design require prior written approval from Conquer Cancer. A request must be submitted by the Recipient through the application portal prior to performing any aspects of any newly designed study. Examples of a major change include, but are not limited to, studying a different patient population than originally proposed or studying a different therapeutic than originally proposed.
- (21) Minor changes in research methodology are not subject to prior approval by Conquer Cancer but must be explained and justified by the Recipient in the annual progress report.

Institution Transfer

- (22) If the Recipient accepts an appointment at another institution during the Award Period, and desires to have the Research Project transferred to the new institution, the Recipient will submit a request through the application portal to transfer the Award to the new institution at least 60 days before the anticipated date of transfer. Subject to Conquer Cancer's written approval and in Conquer Cancer's sole discretion, the Award may be transferred provided arrangements satisfactory to Conquer Cancer are implemented to continue the Research Project in a manner in which it was originally approved by Conquer Cancer. Any transfer must be approved in writing

by Conquer Cancer before any such transfer takes place. Upon approval of a transfer of the Award to a new institution, the Sponsoring Institution will return any unexpended funds and any funds expended inconsistent with the Research Project to Conquer Cancer. The new institution will agree to comply with these Terms and Conditions. Conquer Cancer will make arrangements to provide remaining Award funds to the new institution.

- (23) If the Recipient is unable or not permitted to transfer the grant to a new institution, the Recipient and the Sponsoring Institution will relinquish the Award and any unexpended funds and funds expended inconsistent with the Research Project will be returned to Conquer Cancer.

Program Reporting

- (24) Throughout the Award Period, the Recipient will submit expenditure reports and progress reports regarding the Research Project through the application portal. It is the responsibility of the Recipient to submit the reports in a timely manner. Conquer Cancer may contact appropriate persons connected to the Research Project to ensure the progress reports and expenditure reports are received as required. Recipient and Sponsoring Institution will comply with the then-current procedures of Conquer Cancer regarding submission of progress and expenditure reports.
- (25) Noncompliance with any of these Terms and Conditions, including failure to submit progress or expenditure reports, may result in the withholding of payment on this Award or other awards of Conquer Cancer in effect at the Sponsoring Institution, or on Conquer Cancer awards that may be awarded in the future, or such other action deemed appropriate by Conquer Cancer.
- (26) Any unobligated balance must be returned in full to Conquer Cancer along with the final expenditure report. The check should be made payable to the "Conquer Cancer, the ASCO Foundation."

Post-Award Reporting Obligation

- (27) The Recipient will respond to Conquer Cancer's requests for information on their career progress following the Award Period and may be requested to provide their current Curriculum Vitae or update their information through the application portal using the "Career Progress" task. The information may be used for program evaluation and alumni communications. The Recipient understands that this obligation survives the Award Period and that they have an ongoing obligation to provide this information.
- (28) Conquer Cancer reserves the right to include information relating to the Award in its periodic reports, annual reports, awardee directory, publicly accessible databases of privately funded grant awards, or in any other materials issued by or on behalf of Conquer Cancer or Conquer Cancer's affiliates.

Provision of Information to Breast Cancer Research Foundation

- (29) The Recipient acknowledges, agrees, and consents to Conquer Cancer providing their current and future contact information to Breast Cancer Research Foundation.
- (30) The Recipient acknowledges, agrees, and consents to Conquer Cancer providing progress and expenditure reports and copies of press releases relating to the Award or the Research Project to Breast Cancer Research Foundation.

Publications and Other Public Release of Results

- (31) Conquer Cancer strongly encourages Recipient to submit the results of Research Project for publication or other public release. In the event the Recipient's results are published or otherwise publicly released either during or after the Award Period, the Recipient will provide Conquer Cancer with a copy of such publication or public release. All publications and public releases will include an acknowledgment of Conquer Cancer and Breast Cancer Research Foundation (see Public Announcements and Acknowledgment).
- (32) Conquer Cancer supports the widest possible dissemination of funded research results. Recipient is highly encouraged to publish in scientific journals that will provide public access to the research findings no later than twelve months after the date of publication.

Public Announcements and Acknowledgments

- (33) Conquer Cancer will announce the Award and the recipient of the Conquer Cancer Research Professorship. Conquer Cancer anticipates that the Sponsoring Institution may wish to make a public announcement of this Award. The Sponsoring Institution will submit to Conquer Cancer any proposed announcement, press release, or other public statement by the Sponsoring Institution relating to the Award, prior to release, and to coordinate the release of such public announcement, press release, or statement with Conquer Cancer. A copy of any press release, announcement, or public statement must be provided to Conquer Cancer.
- (34) The Recipient and the Sponsoring Institution will acknowledge the support of Conquer Cancer and Breast Cancer Research Foundation in all publications and presentations of the research funded by the Award. The Recipient understands that all abstracts, publications, and presentations resulting from research supported by the Award will contain the acknowledgment, "This work was funded by a Conquer Cancer Research Professorship, supported by Breast Cancer Research Foundation. Any opinions, findings, and conclusions expressed in this material are those of the author(s) and do not necessarily reflect those of the American Society of Clinical Oncology® or Conquer Cancer®, or Breast Cancer Research Foundation."
- (35) The Recipient is encouraged to use an emblem for the Conquer Cancer Research Professorship and Breast Cancer Research Foundation's logo on posters, presentations, and similar items produced for scientific meetings and conferences. The emblem may be used with the

acknowledgment language. The Recipient can request this emblem and Breast Cancer Research Foundation's logo by sending an email to grants@conquer.org

Intellectual Property Rights

- (36) Conquer Cancer and the Breast Cancer Research Foundation will have no intellectual property rights or other rights in or to data collected or scientific discoveries made through the Research Project funded by the Award. Conquer Cancer encourages its recipients and their sponsoring institutions to report to Conquer Cancer any inventions, discoveries, or intellectual properties that result from the support of the research.

Appendix B. Helpful Tips for Using the Application Portal

Getting Started

To access the application portal, go to awards.asco.org

- *If you have an existing ASCO account*, use your ASCO credentials to log into the application portal. If you are having issues logging in, click the “Need Help?” link in the “Log-in” page.
- *If you do not have an ASCO account*, go to awards.asco.org and click “Log-in” in the top right corner of the screen. On the next screen, click “Create Account” and follow the prompts to complete your account setup and create a password. After your account is set up, you will be returned to the application portal.
- *To initiate an application*, once logged into the application portal, click “View Programs”, select the program “Research Professorship”, and click **“Apply”**.
- *NOTE:* Make sure that your ASCO membership profile has the most up-to-date information before beginning an application

Completing the Eligibility Quiz

You will first be asked to complete an eligibility quiz. Once you have answered each question, click **“Mark as Complete”** at the bottom of the page. You will then receive an email to confirm your eligibility. If you are eligible, you will automatically have access to the letter of intent. The different application tasks will appear in the left navigation. If you have any questions regarding eligibility, contact grants@conquer.org.

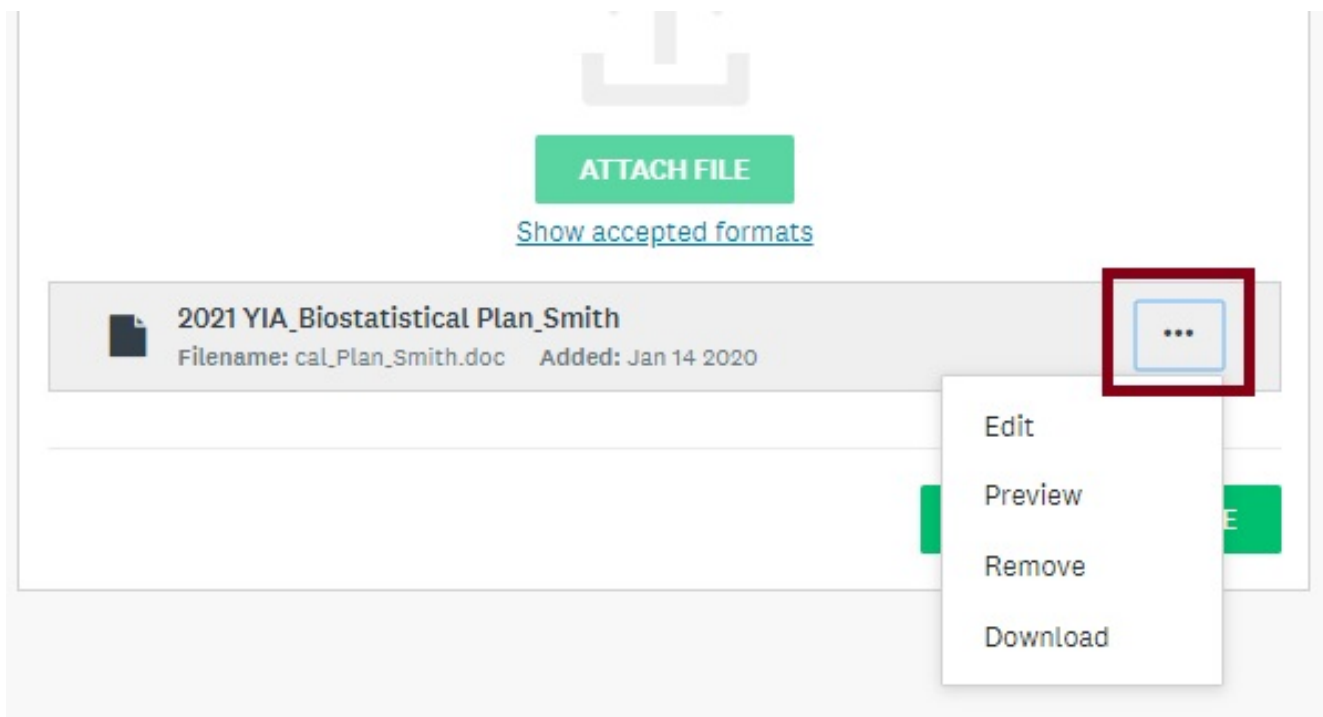
Navigating the Application

- Click “Save and Continue Editing” at the bottom of the page as you go through the application.
- When finished with a particular task (e.g., Project Information), click “Mark as Complete” at the bottom of the page to validate task completion.
- If you need to edit a task after it has been Marked as Complete, click the ellipsis (...) on the top right corner of the task as shown below. Select “Edit” to reopen the form.
 - **IMPORTANT!** Do NOT click “Reset” as this will delete previously entered data!



Uploading a Document

- Click “Show accepted formats” to determine the file formats accepted. Documents should not be password protected.
- Documents must follow the file naming convention and requirements for page limits, margins, and fonts (see individual application sections for details). **If any document you uploaded does not meet the specific criteria, Conquer Cancer will return your application.**
- To upload a document, click “**Attach File**” and select the file to be uploaded.
- To edit a file name, click the ellipsis (...) next to the file name as shown below. Select “Edit” and enter the new file name based on the file naming convention.
- To remove or replace an uploaded document, click the ellipsis (...) next to the file name as shown below. Select “Remove” then click “Attach File”.



Requesting a Recommendation

- As part of your application process, you will need to “Request a Recommendation” from third parties such as an Institution Approver. Click on the task and fill in the details of the Recommender including the First Name, Last Name, Email, and a brief message (optional) to send the Recommender. Once the information is submitted, an automated email will be sent to the Recommender letting them know that they’ve been asked to provide a recommendation. When the recommendation is submitted, you will be instantly notified.
- If the Recommender didn't receive an email invite, confirm that you sent the invite to the correct email address and there are no spelling errors, ask the Recommender to check their junk/spam folder, or resend the Invitation.
- To resend or withdraw the request, click the ellipsis (...) near the Recommender's name and email and select the appropriate option from the drop-down list as shown below.

The screenshot displays a web interface for requesting recommendations. At the top, there is a header with a blue information icon, the text 'Task instructions', and a 'Hide' link. Below this is a paragraph of instructions: 'Please invite your mentor to complete a recommendation for your application. Make sure to use your mentor's preferred email address associated with their ASCO membership account otherwise this recommendation will not be available to your mentor when they log into the system.' A horizontal line separates this from the 'Recommendations' section. The 'Recommendations' section has a title and a note: 'You will not be able to review the contents of received recommendations.' Below this is a table with one row. The first column is labeled 'Mentor name & email will appear here'. The second column is labeled 'Requested: Dec 16 2019'. To the right of the 'Requested' date is a red-bordered box containing three dots (...). A dropdown menu is open below this box, showing two options: 'Resend request' and 'Withdraw request'. At the bottom right of the table is a green button labeled 'MARK AS COMPLETE'.

Receiving Notifications

Add awards@mail.asco.org and grants@conquer.org to your safe senders list to ensure you receive timely notifications associated with recommender task submissions, application submissions, etc. If you are not receiving notifications, check your junk/spam folders first, then contact grants@conquer.org for additional assistance.