



## 2009 FELLOWSHIP GUIDELINES

### Mission

The Prevent Cancer Foundation is a non-profit health foundation whose mission is the prevention of cancer through scientific research and education. The Foundation defines **cancer prevention** as the "**reduction of cancer incidence through research, education and early detection.**"

Applications must be written to indicate they are clearly within the scope of these priorities in order to be considered. Any applications that do not meet these qualifications will **NOT** be reviewed.

### Who Can Apply

- Awards are limited to **postdoctoral level applicants ONLY**. Therefore, only graduate students who will have their doctoral degree before the project start date are eligible to apply.
- Postdoctoral researchers from non-profit institutions (including academic institutions) are eligible to apply. Researchers from for-profit institutions will not be considered.

### Fellowship proposals will be considered in the following categories:

- Basic, clinical, translational and population-based research projects.
- Education programs in cancer prevention.
- Early detection projects.
- Behavioral intervention projects.

See **Important Information for Applicants** for more information on funding criteria.

### Examples of acceptable proposals:

- Research projects which, if successful, may lead directly to reducing the incidence of cancer. \*
- Primary and secondary prevention research on all types of cancers.
- Creative or innovative approaches to cancer prevention research.

\* Examples of such projects include, but are not limited to: research that leads to improvement in early detection and intervention, research into dietary links to cancer, behavioral/educational aspects of cancer prevention, epidemiological and genetic studies that may have a direct impact on cancer prevention, and primary prevention programs that focus on children and adolescents.

### Important Information for Applicants

- Basic science grants must demonstrate substantial potential for impact on prevention or early detection of cancer (specifically, pre-clinical research is acceptable but must be prevention-oriented and clearly identifiable as translational).
- Studies related to therapy for established or advanced cancer will not be reviewed.
- The issue of relevance to cancer prevention must be convincingly addressed in the application.
- Applications that do not have an adequate biostatistical analysis will not be funded.
- Applications that do not have a biographical sketch for all key personnel will not be considered.
- Researchers need not be United States citizens. However, research must be conducted in the United States primarily.

An eligible proposal **must demonstrate substantial potential for impact on prevention or early detection of cancer.**

### **Policy on Tobacco-Industry Funding and Conflicts of Interest**

Scientific investigators or health professionals who are currently funded by the tobacco industry for any project, or who have been funded by the tobacco industry during the previous four years, or whose named mentors in the case of mentored fellowships are funded by the tobacco industry for any project (currently or during the previous four years) may not apply and will not be eligible for the Prevent Cancer Foundation research grants or fellowships after January 1, 2007.

Scientific investigators, health professionals, or named mentors who accept funding from the tobacco industry for any project during the tenure of a Prevent Cancer Foundation research award must inform the Foundation of such funding, whereupon the Foundation grant will immediately be terminated. Tobacco industry funding includes the receipt of funds from a company that is engaged in or has affiliates engaged in the manufacture of tobacco produced for human use; funds in the name of a tobacco brand, whether or not the brand name is used solely for tobacco products; funds from a body set up by the tobacco industry (e.g., a corporate foundation) or by one or more companies engaged in the manufacture of tobacco products.

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

- Legacies from tobacco industry investments (unless the name of a tobacco company or cigarette brand is associated with them)
- Funding from a trust or foundation established with assets related to the tobacco industry but no longer having any connection with the tobacco industry even though it may bear a name that (for historical reasons) is associated with the tobacco industry
- Funds from the Master Settlement Agreement of November 23, 1998

Tobacco industry funding is defined for purposes of the Prevent Cancer Foundation grants and fellowships as money provided or used for all or any of the costs of the research, including personnel, consumables, equipment, buildings, travel, meetings and conferences, and operating costs for laboratories and offices.

**The grant or fellowship applicant must sign the Prevent Cancer Foundation Statement of Compliance that he/she (and his/her mentor if applicable) does not accept tobacco-industry funding, as outlined above. The application will be considered incomplete if the signed statement is not included with both electronic and original applications.**

## **APPLICATION POLICIES**

### **Award Amount**

Fellowships will be awarded for two years at \$40,000 per year, for a total of \$80,000. A satisfactory progress report must be submitted at the end of the first year in order to receive the second year of funding. The goal of the Foundation's research program is to provide funding for *innovative projects* expected to lead to future funding from other peer-reviewed sources. Therefore, Fellowships are non-renewable.

### **Eligibility**

Proposals must fall within the scope of the Foundation's mission and funding priorities in order to be considered; specifically review the criteria outlined in the **Important Information for Applicants** section.

- **Fellowship support should be requested by the potential Fellow (who is considered the applicant for the project) and not by the Mentor.**
- **Letter of reference from Mentor is required.** Letter should describe the support that the Mentor will provide in all aspects of the Fellowship, including supervision of coursework, the career development plan and the benefits that the training environment will offer to the Fellowship applicant.
- The Fellow should have only **one** primary Mentor. However, listing other key personnel (i.e. co-investigators or co-directors) in the budget is acceptable. Any personnel changes that occur during the course of the fellowship must be reported to the Foundation for approval.

### **Educational Requirement**

The Prevent Cancer Foundation provides funds to create an environment in which young investigators who wish to pursue a career in cancer prevention will be optimally trained. To ensure adequate exposure in the discipline, the Foundation's minimal requirement is that its fellows take **one to two courses per year** (for a grade) in an area in which the candidate has not received prior training. Course fees may be included in the budget. However, preference is given to applicants whose course fees are covered by their institutions.

Courses may be taken in the following areas: Biostatistics; Epidemiology; Health Behavior/Health Education; Nutritional Science; and Behavioral Sciences. The names of these courses, their location, and a timeline for completing them must be included in the fellowship application.

### **Electronic Submission**

- Applicants must submit proposals electronically through proposalCENTRAL, an electronic grant submission system provided by Altum, Inc.
- Access proposalCENTRAL at: <https://proposalcentral.altum.com>.
- If you are a 'new' user in proposalCENTRAL click the link: 'Click here to Register' and complete the registration process.
- If you are already registered in proposalCENTRAL access the site and login with your User ID or E-mail address. If you have forgotten your password, click on the 'Forgot Password?' link. Supply your E-mail address or your User ID in the space provided; your password will be sent to you by e-mail.
- After you log in, complete your Professional Profile (2<sup>nd</sup> 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 Prevent Cancer Foundation program that you wish to apply for and click the 'Apply Now' link (second to last column) to 'create' your application.
- If you have any difficulties registering, logging in, or creating your application, contact proposalCENTRAL Customer Support immediately: phone: 1-800-875-2562 or (703) 964-5840, and/or e-mail: [pcsupport@altum.com](mailto:pcsupport@altum.com).

### **Application Submission**

- Applicants must also mail a signed original application in addition to the submission of the online application. Please send the original to the Prevent Cancer Foundation, Programs Department, at 1600 Duke Street, Suite 500, Alexandria, VA 22314.
- **The application fee is \$50.00.** Please include a check made payable to the Prevent Cancer Foundation with the original. Proposals which do not include the fee will not be considered.

- The original applications are due in the Foundation office one day after the respective cycle deadlines, **March 2** and **September 15**. If the deadline falls on a holiday or weekend, applications must be received (**not postmarked**) on the **workday prior** to the deadline.
- **Late and/or incomplete applications will not be accepted. No exceptions will be made.**
- Please type applications no smaller than **11** points standard type size (e.g., Times New Roman). **Applications with smaller fonts will be automatically disqualified.**
- Tables should be prepared in black ink.
- Supplemental information such as support letters should be included in the appendix of the online application. Articles should be referenced but not included in the appendix.

#### **Application Checklist**

- ✓ Submit electronic fellowship application through proposalCENTRAL’s grant and fellowship submission system.
- ✓ Include letters of support/collaboration as part of the appendix in both electronic and original application.
- ✓ Sign Statement of Compliance with the Tobacco Policy verifying that the fellowship applicant and his/her mentor does not accept tobacco-industry funding. Include in both electronic and original applications.
- ✓ Submit original application by mail to the Prevent Cancer Foundation including signatures from the applicant and an institutional official.
- ✓ Check for \$50.00 (application fee) made payable to the Prevent Cancer Foundation.

<b>IMPORTANT DATES</b>		
	<b>Cycle 1</b>	<b>Cycle 2</b>
<b>Electronic Application Due Date</b>	February 27	September 14
<b>Original Must be Received By Next Business Day</b>	March 2	September 15
<b>Notification of Decision</b>	June 30	December 31
<b>Project Start Date</b>	July 15	January 15
<b>First Payment</b>	October 15	April 15
<b>Second Payment</b>	January 15	July 15
<b>Third Payment</b>	April 15	October 15
<b>Progress Report and Personal Statement Due</b>	June 15	December 15
<b>Fourth Payment*</b>	July 15	January 15
<b>First Payment- Year 2</b>	October 15	April 15
<b>Second Payment- Year 2</b>	January 15	July 15
<b>Third Payment- Year 2</b>	April 15	October 15
<b>Final Report and Personal Statement Due</b>	June 15	December 15
<b>Final Payment*</b>	July 15	January 15

\* Disbursement of fourth quarterly payment and final payment are contingent upon receipt of reports outlined under section titled “Post Award Requirements.”

Applicants whose proposals do not fit within the scope of the Prevent Cancer Foundation's eligibility criteria will be notified with all other applicants, by June 30 or December 31, for the respective cycles.

## Authorization

Submission of a proposal authorizes the Prevent Cancer Foundation to use the name and proposal of the applicant and the applicant's institution to educate the public and to solicit contributions to support the Foundation's cancer research and education programs.

## APPLICATION DETAILS

- Applicants should verify that all sections are complete prior to submission.
- **Incomplete applications will not be reviewed.**
- All page lengths refer to single-sided pages. Applications exceeding any page limit will not be reviewed.
- Please be sure to put the Fellow's name in the Document Header above the words "Fellowship Application."
- Please verify that all page numbers are correct before submitting your application.

## Overview of Research Proposal

- **General Audience Summary** – Please provide a statement of no more than 250 words explaining the subject of your research proposal, geared towards the lay public. State how the work is significant to cancer prevention. This summary will be provided to help the general public and the Foundation's donors understand the nature of your work. It also demonstrates that the researcher has a clear grasp of the project's significance to cancer prevention.
- **Technical Abstract:** Please provide a scientific abstract of no more than 250 words suitable for a technical audience.
- **Statement of Significance (1 page):** Provide a description of the expected educational benefit of this project. State how this project will help the fellow meet long-term career goals in regard to cancer prevention research or education.
- **Specific Aims (1 page):** A statement of the goals, objectives, and relevance to the Foundation's funding priorities. *Proposals which are not directly related to cancer prevention will not be considered.*
- **Background (2 pages):** Statement of the problem or need that will be addressed by the proposed project.
- **Methods (5 pages):** Statement of the methodology to be used in achieving the specific aims, including an adequate biostatistical analysis.
- **Timetable (1 page):** Provide a timetable for implementing the proposed project. Reviewers will weigh heavily the feasibility of carrying out the project within the two-year time frame.
- **Evaluation (2 pages):** Provide a detailed evaluation plan that addresses the specific project activities outlined within your methodology. Also address how specific educational objectives will be achieved and list the courses the fellow will complete in order to fulfill the educational requirement of the Prevent Cancer Foundation's fellowship program.
- **Biographical Sketch (Up to 4 pages per person):** The biographical sketch should be completed for the Fellow, Mentor, and all key personnel.

- **Fellowship Budgets (1 page/year) and Budget Justification (1 page/year): Indirect costs will not be covered.**

**Personnel** – List the names of all personnel involved in the project, whether or not salaries are requested. Fringe benefits may be requested if benefits are treated by the applicant’s institution as a direct cost to all sponsors. The percentage of salary requested cannot exceed the percent effort for each person. Justify personnel expenses by briefly explaining the services each person will perform or knowledge he or she brings to the project.

**Consultant Costs** – Provide the name and institutional affiliation of any and all consultants, including statisticians, who have agreed to serve on the project and are not listed under personnel. Under budget justification, describe services to be performed, the number of days, rate of compensation, and other associated costs.

Course fees may be included in the budget. However, preference is given to applicants whose course fees are covered by their institutions.

The Prevent Cancer Foundation funds must be used for the specific purpose for which they are awarded unless written permission is granted from the Foundation. The Foundation will not make grants for construction of buildings or purchase of land.

**Indirect costs will not be covered.**

- **For Resubmission Applicants only (Up to 4 pages):** State reviewers’ concerns regarding the original proposal (**in bold font**) and explain how this application addresses those concerns.
- **Appendix:** Literature cited list should be included as part of the appendix. It does not count towards page limits. Articles should be referenced but not included in the appendix. Also, the appendix should include the mentor letter of support, any additional letters of support or collaboration and the signed Statement of Compliance with the Tobacco Policy.
  - Letters of support or collaboration are strongly encouraged if the success of the proposed project is critically dependent on access to another individual's professional assistance, supplies, or equipment.
- **Certification for Human Subjects:** If activities involving human subjects are planned at any time during the proposed project period, you must submit a letter of approval from your Institutional Review Board (IRB). Letters of approval are not required at the time of application. If you receive a notification of award from the Prevent Cancer Foundation, you must verify IRB approval within 60 days after the award notification. The letter must be dated no earlier than one year before the application is submitted. **If verification of IRB approval is not received within 60 days after the award notification, the application will be considered incomplete and an award will not be made.**
- **Certification for Vertebrate Animals:** If activities involving vertebrate animals are planned at any time during the proposed project period, you must submit a letter of approval by the Institutional Animal Care and Use Committee (IACUC). Letters of approval are not required at the time of application. If you receive a notification of award from the Foundation, you must verify IACUC approval within 60 days after the award notification. The letter must be dated no earlier than one year before the application is submitted. **If verification of IACUC approval is not received within 60 days after the award notification, the application will be considered incomplete and an award will not be made.**

## FELLOWSHIP REVIEW CRITERIA

Fellowships are evaluated by an independent Scientific Review Panel according to a peer-review process that is similar to that of the National Institutes of Health. Please note, however, that the Prevent Cancer Foundation is a 501(c)(3) foundation, which is supported by the general public.

A grade will be given by the Scientific Review Panel according to the following criteria for fellowship applications. **Proposals not meeting the Foundation's funding guidelines will not be considered by the panel.**

### Grades will be based on:

- Quality of the research training environment.
- Scientific merit of the training project.
- Qualifications of the candidate.
- Qualifications of the mentor.
- Estimated potential of the fellowship candidate to establish a career in cancer prevention.
- Achievability of the project's specific aims within the two-year time frame.

### Scientific grades will be assigned as follows by the Scientific Review Panel:

- A Outstanding
- B Excellent
- C Good
- D Needs Improvement

## POST-AWARD REQUIREMENTS

All fellowship recipients must adhere to the following requirements. An interim progress report, personal statement, and financial statement are **due one month prior to the end of year one**. The second year of funding is contingent upon a satisfactory year one progress report. A final progress report, personal statement, and financial report are **due three months after the end of year two (project end date)**. The final quarterly payment of a fellowship award will *not be made* until the Prevent Cancer Foundation has received all required year two reports.

- **Progress Report (3-6 pages)**  
Summarize the main focus of your research and clearly state your findings. Specify how the research results met the objectives established in your application. This report should include but is not limited to answering the following questions: Did you meet all of the goals you set out to achieve? If not, why not? What is the impact of your research on the current understanding of cancer prevention? What further research remains to be done?
- **Personal Statement (1-3 pages)**  
How has the funding provided by the Prevent Cancer Foundation helped your overall professional growth, i.e. journal submissions, career opportunities, new research focus? Do you plan on continuing within the field of cancer prevention? Has this grant/fellowship lead to other funding opportunities? Have you had the opportunity to report your findings at professional meetings?

- **Financial Statement**

Give a breakdown by category (i.e. personnel, supplies, etc.) of how the Foundation's funds were utilized. This document should be filed by the University's Office of Research Administration or other comparable source.

**Publications**

The awarded fellowship must be publicized by the recipient institution, either in its own publications (student newspaper, alumni newsletter, institutional magazine, etc) or in a local newspaper, with attribution to the Prevent Cancer Foundation. Please forward copies of these news articles to the Foundation's Programs Department upon publication. Recipients should also send a reprint of all research published as a result of their Prevent Cancer Foundation award.

**Final Payment Policy**

The Prevent Cancer Foundation will hold the final payment of all awarded grants and fellowships until receipt of the final progress report, personal statement and financial statement. If these reports are not received within 6 months of the project end date (including no-cost extension end date), the Foundation will withdraw the final payment; no payment will be made. This policy is in effect as of June 1, 2006.

**No-cost Extension**

In the event that a project cannot be completed within the time line granted by the Foundation, a request for a one-year no-cost extension must be submitted to the Department of Research at least one month prior to the project end date.

**CONTACT INFORMATION**

All communication regarding the Fellowship Program should be directed to the following address:

The Prevent Cancer Foundation  
Programs Department  
1600 Duke Street, Suite 500  
Alexandria, VA 22314

Phone: (703) 836-4412

Fax: (703) 836-4413

[info@preventcancer.org](mailto:info@preventcancer.org)

**For assistance with technical issues that may arise related to proposalCENTRAL's electronic grant submission system, please e-mail: [pcsupport@altum.com](mailto:pcsupport@altum.com) or call 1-800-875-2562 or (703) 964-5840.**