

Request for Applications 2022–2023
The University of Cincinnati Cancer Center (UCCC)
Cancer Survivorship Pilot Project Award Program

IMPORTANT DEADLINES

- Preliminary applications accepted **November 21, 2022 through December 5, 2022**.
- Preliminary applicants will be notified by **December 19, 2022** whether they have been invited to submit a full application.
- Full applications (invitees only) due by **February 28, 2023**.

GOALS OF THE PROGRAM

- Encourage interaction, collaboration, and facilitation of exploratory research to test interventions, develop research methodologies, and explore novel areas of research in cancer survivorship.
- Promote the entry of young investigators into the field of cancer survivorship research.
- Generate preliminary data for projects that will lead to external funding and ultimately have a positive impact on cancer survivorship care.

NUMBER OF AWARDS

Two awards to facilitate research in adult and pediatric cancer survivorship.

AMOUNT AND LENGTH OF FUNDING

Funding is limited to **\$50,000 per project** and **awarded for a period of two years**.

REQUIREMENTS

- All proposed projects should be directly related to **cancer survivorship**:
 - The research may span the observational, clinical/translational research continuum and bench research, including health services and health policy research.
 - The application must address the assessment, prevention, management, and/or intervention of survivorship issues that occur following the completion of active treatment of cancer (surgery, chemotherapy, and/or radiation).
 - Topics may include risk assessment, early detection, prevention and management of treatment related effects, prognostic biomarkers, epidemiologic studies, delivery of survivorship care (e.g., care plans, models of delivery), health disparities relevant to survivorship, quality of life, organizational integration of survivorship care, and/or patient or healthcare provider education. These assessments or interventions can occur prior to, during, or after completion of therapy.
 - **Excludes** treatment efficacy or treatment of malignancy itself.
- The project should not be part of other active, internally or externally funded grants. If some or all of the project is under active consideration for funding by other mechanisms, and the funding is realized, any unused funds for the pilot project (if awarded) should be returned.

ELIGIBILITY

All full-time UC faculty (inclusive of UC faculty at Cincinnati Children's) are eligible to apply for UCCC membership and, subsequently, pilot project funding. Interested pilot project award applicants who are not yet members of the UCCC ***must*** first apply and be approved for membership. The membership application can be completed at: <https://ucwebapps.uc.edu/institutemember/Account/Login>.

In addition, ***eligible applicants are limited to one submission per grant cycle as principal investigator (PI)***. Clinical and post-doctoral research fellows, instructors, and research associates are eligible as co-investigators on applications in which their faculty advisor/mentor serves as official PI. Medical residents are ***not*** eligible to apply.

Further, PIs may only hold one active award at a time and are permitted to hold two awards over a consecutive, six-year period. Please note that projects continuing under a no-cost extension are still considered active.

APPLICATION PROCESS

A two-stage process will be used for the selection of awards: 1) the submission of a preliminary grant application (PGA) and 2) the submission of a full application ***by invitation only*** based on PGA evaluation.

PGAs will only be accepted electronically and should be submitted in REDCap (Research Electronic Data Capture) using the below link. (Note: If an applicant is selected to submit a full application, a new link will be provided with the invitation.) <https://redcap.research.cchmc.org/surveys/?s=FAEF8H4ACFJJKN8K>

Applicants may save their progress and return to their applications to complete and submit at a later date. Text can be entered directly or copied and pasted where indicated. Supportive documents, tables, and figures will be uploaded as detailed below.

PGA Instructions

- **Applicant Information:** Please enter name, degree(s), position, institution, and contact information. Read the description of an early stage investigator (ESI) and indicate whether the applicant is an ESI by answering the provided question.
- **Project Summary:** Copy and paste text. Please provide an overview of the proposed project that includes following:
 - **Background:** Please provide the goals of the project and enough information to provide a context of common knowledge for the reviewers, who might not be experts in the field (700 words).
 - **Significance to Survivorship:** Please highlight the project's significance to cancer survivorship (500 words).
 - **Hypothesis and Specific Aims:** Please outline the steps to fulfill objectives and address the critical need that the project is designed to address. Aims should be clear, achievable, and directly related to the content provided in the preceding sections (600 words).

- **References:** NIH guidance on suggested formatting of citations can be found here: <https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm> (no word limit).

Full Application Instructions (invitees only)

- **Applicant Information:** Please enter name, degree(s), position, institution, and contact information. Read the description of an early stage investigator (ESI) and indicate whether the applicant is an ESI by answering the provided question.
- **UCCC Clinical Trials Office Utilization:** If applicable, please indicate whether you plan to use services from the UCCC Clinical Trials Office, which services you will need (if any), and if you have requested a cost estimate from the Clinical Trials Office.
- **Research Proposal:**
 - **Abstract:** Copy and paste text. Please summarize the proposed project and explain why this work is important (not to exceed 250 words).
 - **Background:** Copy and paste text. Please provide the goals of the project and enough information to provide a context of common knowledge for the reviewers, who might not be experts in the field (700 words).
 - **Significance to Survivorship:** Copy and paste text. Please highlight the project's significance to cancer survivorship (500 words).
 - **Hypothesis and Specific Aims:** Copy and paste text. Please outline the steps to fulfill objectives and address the critical need that the project is designed to address. Aims should be clear, achievable, and directly related to the content provided in the preceding sections (600 words).
 - **Experimental Design and Timeline:** Copy and paste text. Questions to consider for this section include: Are the overall strategy, methodology, and analyses well reasoned and appropriate to accomplish the specific aims of the project over the two-year grant period? Are potential problems, alternative strategies, and benchmarks for success presented? If the project is in the early stages of development, will the strategy establish feasibility? (1500 words).
 - **Preliminary Data (if available):** Copy and paste text. Please note that for investigators moving into new, innovative areas of work, the absence of preliminary data will not preclude funding. The role of the proposed project in leading toward successful extramural funding should be addressed (500 words).
 - **References:** Copy and paste text. NIH guidance on suggested formatting of citations can be found here: <https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm> (no word limit).
- **Plan to use generated data from the pilot project for future National Cancer Institute (NCI), cancer-relevant NIH, or NCI-approved, peer-reviewed submissions ([see link for list of approved organizations](#)):** Copy and paste text (200 words).
- **Tables and Figures (limit of four):** Upload. Must be in .jpg, .tiff, or .png format.
- **Budget:** Upload. An itemized and detailed budget must be submitted with each application and should include only items directly related to the research project.

- ***Budgets are limited to a maximum of \$50,000 for two years*** and should be in PHS 398 format: <http://grants.nih.gov/grants/funding/phs398/fp4.pdf>.
- Reviewers will consider whether the budget and requested period of support are fully justified and reasonable in relation to the proposed research.
- PI's salary, cellular devices, capital equipment, indirect costs, or administrative services ***should not be included***; exceptions may be made if a proven need exists.
- Any purchase of electronics (e.g., computers, laptops, tablets, etc.) belong to the University and must be relinquished to UCCC administration at the closing of the grant or expiration of funding.
- Salaries and benefits of post-doctoral fellows or research staff relative to the effort on the project may be included.
- Travel-related expenses ***should not be included*** on the initial project budget. Every effort should be made to utilize the funding in support of carrying out the proposed research. If funds remain upon completion of the project, the use of these funds for travel to one conference or professional meeting will be evaluated on a case-by-case basis. Travel must be associated with a presentation of significant findings directly related to the pilot project. Awardees must request the use of pilot project funds for travel in writing to UCCCgrants@uc.edu prior to the end of the grant period and at least six weeks before the requested travel is to occur.
- **Budget Justification:** Copy and paste text. The budget justification is a separate section from the budget and must itemize and explain all items directly related to the research project.
- **Biographical Sketches (applicant required, limit of three co-investigators):** Upload. Biosketches of the PI and all co-investigators should be provided in current PHS 398 format: <https://grants.nih.gov/grants/forms/biosketch.htm>.
- **Other Support (applicant required, limit of three co-investigators):** Upload. All investigators' active and pending sources of research support should be reported in current PHS 398 format: <https://grants.nih.gov/grants/forms/othersupport.htm>.
- **Letters of Support (limit of three):** Upload. A letter of support is required from a mentor or faculty advisor if the PI is an early stage investigator (ESI). An ESI is a new investigator who has completed their terminal research degree or medical residency or fellowship (or the equivalent and whichever date is later) within the past ten years and has not yet been awarded a substantial, competing NIH research grant. Letters of support from key project collaborators should also be provided.
- **Affirmative Action Survey (optional):** Responses in this section are voluntary and used to comply with government record-keeping and reporting requirements. This information will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will be in aggregate and not identify any specific individual. The information you provide is vital to the program's compliance with applicable laws.

EVALUATION OF PROPOSALS

Proposals will be evaluated in relation to their projected effectiveness in using pilot funding to address the following areas:

- Significance to cancer survivorship.
- Innovation and movement towards new scientific directions that align with the strategic initiatives of the UCCC.
- Assessing the scientific merit of proposed research.
- Potential to obtain future NCI, cancer-relevant NIH, or NCI-approved, peer-reviewed submission(s).

REVIEW PROCESS

Each submission will be reviewed by the UCCC Cancer Survivorship Research Committee based on scientific impact and scored using current NIH peer-review guidelines. Submissions will be assigned a primary and two secondary reviewers. Proposals will be scored following discussion. Avoidance of conflicts of interest (e.g., an applicant may be on the Committee, but will be recused during discussions of their grant and cannot vote on their application) will be communicated. Redacted critiques of each proposal, including unfunded proposals, will be sent to all applicants via email. Any required revisions (e.g., budget) will also be noted in this correspondence.

PROGRESS REPORTING AND EXPECTATIONS

All funded investigators will be asked to submit progress reports every six months for the duration of the funding with a final progress report at the end of the active funding period. Presentation(s) to UCCC scientific leadership and/or other groups may be requested. Opportunities to request no-cost extensions for funded projects will be communicated to awardees by UCCC administration and submitted via the progress report. In addition, awardees are expected to comply with any future requests from UCCC administration and scientific leaders for longitudinal, follow-up information related to pilot awards for at least a minimum of five years after the end of the award period. Awardees will also be expected to serve as future ad hoc pilot grant review committee members. The progress reporting template will be provided by UCCC administration.

Progress reports should detail return on investment, including:

- Presentations, abstracts, publications, etc. resulting from projects benefiting from pilot funds.
- External, peer-reviewed funding received using pilot project data and findings.
- Commercialization, such as royalties received, number of licenses, and start-up companies.
- Patent applications and approved patents.
- Trials developed, with number of patients recruited or status of trial provided.

Please note that any resulting presentations, abstracts, publications, grant submissions, etc. should acknowledge the UCCC Pilot Project Award Program and, as applicable, donors/foundations providing source funding for the project. These details will be outlined in award letters.

DISCONTINUATION OF FUNDING

In the event a PI leaves their respective institution or if no substantive progress has been made within two years of the project, the UCCC reserves the right to rescind the remaining funding that is available to the PI. Reviews and decisions will be made on a case-by-case basis. If rescinded, the funds will be reinvested into the UCCC Cancer Survivorship Pilot Project Award Program.

QUESTIONS?

Please email Katie Fulton, UCCC Administrator for Grants, Pilots, & Program Development, at kathleen.fulton@uc.edu.