GUIDELINES

FALL (2016) ANNOUNCEMENT
Stanford Cancer Institute’s mission is to translate Stanford discoveries into personalized cancer identification, prevention, and coordinated care. In keeping with its core mission, SCI offers seed grants for the Translational Oncology Program at Stanford (TOPS), a research program of the Stanford Cancer Institute.

SCI seeks innovative proposals that have a high likelihood of leading to external funding, new clinical interventions, new intellectual property, or other clear measures of success. The most important criterion for awards is promising science with the potential to lead to a greater understanding of cancer, with the ultimate goal of improving the prevention or treatment of cancers.

Awards:
Innovative proposals covering new ideas incorporating the best science
Applications will be evaluated on the following positive criteria:
- Innovation of the proposal
- Potential to lead to clinical application: all grant applications need to include a paragraph outlining the translational potential of their project; grants related to developing unique IT software/applications would also be considered.
- Plans for submission of an external peer reviewed (preferably NCI) grant
- Compliance with one-year maximum timeframe
- PI of the grant must be a member of the Translational Oncology Program at Stanford (TOPS)

Eligibility
The RFA is open to all members of the Translational Oncology Program at Stanford (TOPS)

Letter of Intent (LOI)
A one-page Letter of Intent describing the proposed project is due on November 14, 2016. A subset of these will be invited by December 12, 2016 to submit full proposals due on January 13, 2017.

Letters of Intent should be one page (single side), 11 pt. font (Arial), and have 1/2 inch margins: top, bottom, left, and right. We are looking for a concise statement of the research goals and plan. Finding ways to cram excess information into the letter will not be helpful.

Please send Letter of Intent to Denise Baughman at: deniseb@stanford.edu and include “2017 Translational Oncology Program at Stanford (TOPS) Award LOI” in the subject line.

Award Funding
Awards up to $50,000 total cost for ONE YEAR with an earliest start date of March 1, 2017.

Funding will be available once all IRB, SRC and/or APLAC approvals are received (if applicable). Funds may be used for:
- Salary support for personnel directly supporting proposed project (no PI salary support)
• Equipment and supplies
• Other purposes deemed necessary for successful execution of proposed project

Unused funds will revert back to the Stanford Cancer Institute at the end of the funding period. All proposed expenses must conform to the general policies of the University and the Stanford Cancer Institute.

Funding may be revoked if adequate progress is not being made or progress reports are not submitted.

**Timetable**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFA Posted</td>
<td>September 21, 2016</td>
</tr>
<tr>
<td>Letter of Intents Due</td>
<td>November 14, 2016</td>
</tr>
<tr>
<td>Invitations for full proposals</td>
<td>December 12, 2016</td>
</tr>
<tr>
<td>Full proposals due</td>
<td>January 13, 2017</td>
</tr>
<tr>
<td>Awards Announced</td>
<td>February 14, 2017</td>
</tr>
<tr>
<td>Funding announced</td>
<td>March 1, 2017</td>
</tr>
<tr>
<td>6-month progress report</td>
<td>August 31, 2017</td>
</tr>
<tr>
<td>12-month progress report</td>
<td>April 7, 2018</td>
</tr>
<tr>
<td>18-month progress report</td>
<td>August 31, 2018</td>
</tr>
<tr>
<td>24-month progress report</td>
<td>March 7, 2019</td>
</tr>
<tr>
<td>36-month progress report</td>
<td>March 7, 2020</td>
</tr>
</tbody>
</table>

**Acknowledgement of Research Support**

Awardees must acknowledge the research support of the Stanford Cancer Institute in all communications – including publications, presentations, newsletters and abstracts. Suggested boilerplate text is – “This work was conducted with support from a Stanford Cancer Institute Translational Oncology Program at Stanford (TOPS) Award grant.”

**Monitoring**

SCI leadership and TOPS staff will track accomplishments of awardees to the stated goals on an ongoing basis. This record will be used to justify the ongoing funding of the program.

- Awardees will be required to provide written progress reports every 6 months after project award. A summary of resulting papers and grants will be required 36 months after award date.
- Projects are for a maximum of ONE year.
- Awardees are required to present their work at a TOPS meeting, the SCI annual member retreat and possibly at a special seed grant conference open to all SCI members.

**A Note for Potential Reviewers**

- Senior members of the SCI and TOPS prior recipients of seed grant awards are expected to participate in the review process and to serve for a defined term.
- Members of the review committee will not be disqualified from being applicants, in which case they will recuse themselves at appropriate times.
- Members of the review committee will be expected to submit their written reviews in a timely manner and to participate in each committee meeting.
- External reviews may be solicited on larger proposals or where a perceived conflict of interest exists.
FULL APPLICATION PROCEDURE

Applicants must receive an invitation to submit a full proposal in response to their Letter of Intent.

All required application forms including guidelines, cover pages, budget, and biosketch forms will be available on the Cancer Institute’s Funding website at http://med.stanford.edu/cancer/research/funding.html.

A complete application includes a cover page, abstract, research proposal (4 pages maximum), bibliography, budget, budget justification, and NIH biosketch. Details about each section are provided in the following paragraphs.

Cover Page and Abstract
All sections of the downloadable PDF cover page and abstract forms must be completed in full. A single PTA will be set up for each accepted proposal. Please enter Department/Division Manager name and contact information for managing the award funding.

Research Proposal (4 pages total)
The research proposal should be no more than four pages (single-spaced, one inch margins, Arial 11). Investigators are free to organize information as they choose. A recommended outline includes:

- Specific Aims (1/2 page)
- Background and Significance (1/2 - 1 page)
- Innovation and Methods (1/2 - 1 page)
- Milestones (1/2 page)
- Discussion of follow-on plans, proposals, and implications (1/2 page)

The discussion of follow-on activity is aimed at insuring that these internally funded grants lead to productive outcomes such as new clinical trials, NCI grants, or other scientifically or clinically important accomplishments. Investigators should suggest their own milestones and these will be an important part of proposal evaluation.

Bibliography
Include only key references and references cited in the body of the proposal.

Budget
Awards will be made based on TOTAL COST. Assume an 8% Indirect Cost (IDC) rate. The accompanying budget justification should be sufficiently detailed so that reviewers can assess whether the proper resources have been requested. The downloadable MS Word file is available on the Cancer Institute’s website.
Grant funds may be budgeted for:
- PI salary support (not to exceed 10% of total award),
- Other personnel directly supporting proposed project,
- Equipment and supplies,
- Other purposes deemed necessary for successful execution of proposed project.
Unused funds will revert back to the Stanford Cancer Institute at the end of the funding period. All proposed expenses must conform to the general policies of the University and the Stanford Cancer Institute.

**NIH Biosketches**
The application must include an NIH biosketch, with other support included for the PI and Co-Investigators. MS Word file NIH biosketch form is available on the Cancer Institute’s website.

**IRB, SRC and APLAC Approval**
Necessary approvals are not required at the time of proposal application but are required before funding can be released.

Research involving animals or human subjects must be reviewed in accordance with the University's general assurances and HIPAA. Projects involving human subjects must be submitted to an Internal Review Board (IRB). Intervention studies and clinical protocols must be reviewed and approved by the Scientific Review Committee (SRC). Projects involving animal studies must also submit approval forms from the Administrative Panel on Animal Care (APLAC). All investigators and persons named on the budget page must have certification of training in the protection of human subjects. Funding information will not be made available, until all appropriate IRB, SRC and/or APLAC approvals are received. Delays in approvals will not extend the funding period.

**Appendices**
If the investigator has received other grant support for the proposed research (or similar research) in the past, relevant funding information should be included in the appendices. Otherwise appendices are discouraged.

**SCI Routing Form**
The downloadable MS Word file is available on the Cancer Institute’s website.

**Proposal Submission**
Proposals are due January 13, 2017 by 3PM. Email the complete application in a single.pdf to Denise Baughman at deniseb@stanford.edu. In addition, submit 1 hard copy of the original application to:

Denise Baughman  
Project Manager  
Stanford Cancer Institute  
265 Campus Drive, 2nd Floor, Suite G2103  
Stanford, CA 94305  
MC5456

**Review and Criteria**
A committee comprised of Cancer Institute senior faculty leaders and members will review proposals and make recommendations for award funding. Evaluation criteria include those attributes listed above and:

- Scientific merit
- Relevance to cancer research; population sciences; or clinical/translational cancer research
- Qualifications, experience and productivity of the applicant
- Collaboration within the cancer research community
- Project feasibility given facilities, milestones, budget, time and other resources available
- Potential for future grants and/or publications and/or
Potential for future PPGs or multi-project grants. (For more information about PPG’s visit: http://grants.nih.gov/grants/funding/funding_program.htm

Progress Reports and Presentations
Progress reports are due every six months after award funding, or earlier for smaller projects, or if the recipient of the grant is leaving the University. You will also be required to present and discuss your funded research project at an upcoming Cancer Institute Members’ Retreat or a special seed grant conference. You may be requested to discuss your progress at a future SCI leadership meeting. Future funding eligibility will be based on the completion of deliverables. Funding may be revoked if adequate progress is not being made or progress reports are not submitted.

Acknowledgement of Research Support
Awardees must acknowledge the research support of the Stanford Cancer Institute in all communications – including publications, presentations, newsletters and abstracts. Suggested boilerplate text is – “This work was conducted with support from a Stanford Cancer Institute Translational Oncology Program at Stanford (TOPS) Award grant”