

# STANFORD CANCER INSTITUTE

## 2019 CANCER INNOVATION AWARDS

### Full Proposal Submission Guidelines

**Deadline for Full Proposal: Monday, December 10, 2018**

Stanford Cancer Institute's (SCI) mission is to translate Stanford's discoveries into personalized cancer identification, prevention, and coordinated care. In keeping with its core mission, SCI offers cancer innovation awards for accelerating clinical, population-based and translational research.

#### **Request for Full Proposal Application** *(By Invitation Only)*

With priority given to research projects related to melanoma, breast, lung, liver and thyroid cancer, and those that have strong collaboration involving faculty of the School of Medicine, or in different research programs within the Institute, a subset of the LOIs previously collected from the SCI for innovative proposals with a high likelihood of leading to external funding, new clinical interventions, new intellectual property, or other clear measures of success, have been selected for full proposal submission.

#### **UPDATED Timeline:**

RFA Posted	August 31, 2018
Letter of Intent Due	September 21, 2018
Invitations for Full Proposals	October 31, 2018
<b>Full Proposals Due</b>	<b>December 10, 2018</b>
Award Announcements	January 26, 2019
Funding Period	March 1, 2019 – February 29, 2020
12-month progress report	March 31, 2020
24-month progress report	February 28, 2021
36-month progress report	February 28, 2022

This announcement is also posted to the Stanford Cancer Institute's Funding webpage:  
<http://med.stanford.edu/cancer/research/funding.html>

#### **Eligibility**

This RFA is open to all members of the Stanford Cancer Institute and any member of the Stanford University community with PI status. If the PI is not a Cancer Institute member, the Letter of Intent and any subsequent application must include a letter of support from a sponsoring Cancer Institute member, who would also be a project collaborator.

#### **Amount of funding**

Awards of up to \$50,000 (**\$46,300 DIRECT**) will be available to support research projects for up to 12 months in duration. The total budget is limited to up to **\$50,000 (total cost; \$46,300 directs, \$3,700 indirects) for one year**. The funding period is March 1, 2019 through February 29, 2020.

- The SCI Innovation Awards are considered University awards and as such must follow OSR guidelines and processes,
- For University awards, the SCI requires the PI to charge a minimum of 1% of the "Set" NIH salary cap to the award.
- **If IRB/APLAC approvals are not received within 90 days of the funding period start date, the designated funds will revert back to the SCI, and the award recipient will be**

notified to resubmit during the next funding cycle.

Funds may be used for:

- PI Salary Support (**minimum of 1%, 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

Funding accounts cannot be set up until all applicable IRB, SRC and/or APLAC approvals are received. If approvals are not included in the full proposal submission, it is highly encouraged that they are available by the Award Announcement date.

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

### **Evaluation Criteria**

Full proposals will be evaluated on 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.

Applications will be evaluated on the following positive criteria:

- *Melanoma, Breast, Lung, Liver and Thyroid* research projects
- Innovative proposals covering new ideas incorporating the best science
- Research related to health disparities in populations
- Collaboration potential to lead to greater understanding of cancer
- Plans for submission of an external peer reviewed (preferably NCI) award
- Compliance with one-year maximum timeframe
- Extent of multi-disciplinary collaborations, including collaborations involving Stanford faculty outside the School of Medicine or in different research programs within the Institute
- Potential to lead, or is already leading to an investigator-initiated (preferably independently funded) clinical trial

### **Application Procedures**

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

All applicants must submit a complete application by the December 10, 2018 deadline.

*Incomplete applications will not be forwarded for review.* A complete application includes a cover page, abstract, research proposal (4 pages maximum), bibliography, budget, budget justification, NIH biosketch, SCI routing form and PI photo.

All forms are available in the Toolkit folder on the Cancer Institute's Funding website at:

<http://med.stanford.edu/cancer/research/funding.html>.

### **1. Cover and Abstract Pages**

All sections of the downloadable PDF Cover Page and Abstract form are required, and must be completed.

- **Total Direct Budget:** enter Direct Cost, **not to exceed \$46,300**)
- **Org Code:** Org code information is available at: <http://www.stanford.edu/dept/pres-provost/budget/org/orgchart/index.html>
- **Financial Contact:** Contact information for the individual that will be managing costs associated with the award
- If Human or Animal subjects involved, enter the Protocol number(s) and approval date(s), **OR** "Pending" if the information is not currently available.

## **2. 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)
- Scope of collaborations (1/2 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 ensuring that the internally funded awards lead to productive outcomes such as new clinical trials, NCI awards, or other scientifically or clinically important accomplishments. Investigators should suggest their own milestones and these will be an important part of proposal evaluation.

## **3. Bibliography**

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

## **4. Budget and Budget Justification (not to exceed Direct cost of \$46,300)**

Awards will be made based on the total cost of \$50,000, including an 8% Indirect Cost (IDC) rate. The budget AND budget justification should be sufficiently detailed so reviewers can assess whether the proper resources have been requested.

For University awards, the SCI requires the PI to charge a minimum of 1% of the "**Set**" NIH salary cap to the award.

Funds may be used for:

- PI Salary Support (**minimum of 1%, 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

Funding accounts cannot be set up until all applicable IRB, SRC and/or APLAC approvals are received. If approvals are not submitted with the full proposal submission, it is highly encouraged that they are available by the Award Announcement date.

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

## **5. NIH Biosketch**

The application must include an NIH biosketch, **with other support included** for the PI and Co-Investigators.

## **6. IRB, SRC and APLAC Approval**

Although approvals are not required at the time of the full proposal submission, it is highly encouraged that approvals are ready for processing, should your proposal be selected for funding. Funding accounts cannot be set up until approvals are received, and the funding period will not be altered due to late approvals.

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 accounts cannot be requested until all appropriate IRB, SRC and/or APLAC approvals are received.
- **Funding start dates will not be changed due to delays in obtaining approvals.**
- If IRB/APLAC approvals are not received within 90 days of the funding period start date, the designated funds will revert back to the SCI, and the recipient will be notified to resubmit during the next cycle.

## 7. Appendices

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

## 8. SCI Routing Form

## 9. PI Photograph

### APPLICATION SUBMISSION

By **Monday, December 10, 2018**, [CLICK HERE](#) to upload the complete application in a **single .pdf** to a Stanford Medicine Box folder. In addition, **provide 1 hardcopy** of the original application to:

**Denise Baughman**

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

**File name:** Last name\_2019 CIA.pdf

### Review 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 (c) Qualifications, experience and productivity of the applicant
- Collaboration within the cancer research community
- Project feasibility given facilities, milestones, budget, time and other resources available (e) Potential for future awards and/or publications and / or
- Potential for future PPGs or multi-project awards. (For more information about PPG's visit: [https://grants.nih.gov/grants/funding/funding\\_program.htm](https://grants.nih.gov/grants/funding/funding_program.htm))

### Requirements of Progress Reports and Presentations

The first progress report will be required at 12, 24 and 36 months after funding begins. Earlier progress reports will be requested for smaller projects, or if the award recipient is leaving the University.

Recipients are required to present and discuss your funded research project at an upcoming Cancer

Institute Members' Retreat, and may be requested to discuss your progress at an innovation conference or future SCI leadership meeting. **Future SCI funding eligibility will be based on the completion of progress reports.**

### **Acknowledgement and Research Support**

Award recipients 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 support by the Stanford Cancer Institute, an NCI-designated Comprehensive Cancer Center.”**

### **A Note for Potential Reviewers**

- Senior members of the SCI and prior recipients of innovation 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.