Full Proposal Submission Guidelines

**Invitation Only Submissions** - Based on prior Letter of Intent submission, and receiving an invitation from the review committee to submit a full proposal for consideration of funding in one of the 4 innovation categories.

The Stanford Cancer Institute’s (SCI) mission is to reduce cancer mortality and improve cancer care through comprehensive programs of cancer research, prevention, treatment, education and outreach. To achieve its mission, the leadership and members relentlessly pursue multiple strategic aims which include fostering interdisciplinary basic cancer research, translating scientific discovery into clinical research and optimal patient care, developing improved approaches to the prevention, early detection, precise diagnosis and effective treatment of cancer, and improving the cancer patient experience by using research to develop and validate innovative initiatives in patient-centered care.

In keeping with its core mission, the SCI offers Innovation Awards to support projects focused on the acceleration of basic, translational, clinical and population-based cancer research, and projects focused on specific types of cancer, such as pancreatic, breast and gynecologic cancers. This funding cycle the SCI is pleased to offer a new funding mechanism focused on catalyzing the planning and execution of multi-PI grants from the NCI, including R01s and P01s.

**AWARD CATEGORIES:**
- Stanford Cancer Institute Nodal Grant Awards ($50,000) New Mechanism!
  - Stanford Cancer Institute Innovation Awards ($50,000)
  - Single PI
- Multi PI collaboration leading to multi PI peer-reviewed funding
- Stanford Cancer Institute Pancreatic Cancer Innovation Awards ($50,000)
- Stanford Women’s Cancer Center Innovation Awards ($100,000)

**AWARD CATEGORY DESCRIPTIONS:**
- **Stanford Cancer Institute Nodal Grant Awards (SCI-NGA) - $50,000**
  The SCI offers a new funding mechanism, which aims to catalyze the planning and execution of multi-PI grants from the National Cancer Institute, including R01s and P01s. The funds are intended to be used to obtain proof of concept data and support planning activities.

- **Stanford Cancer Institute Cancer Innovation Award (SCI-IA) - $50,000**
  The SCI offers awards to support projects focused on the acceleration of basic, translational, clinical and population-based cancer research and collaborations leading to multi PI peer-reviewed funding

- **Stanford Cancer Institute Pancreatic Cancer Innovation Award (SCI-PCIA) - $50,000**
  The SCI offers awards leading to a greater understanding of pancreatic cancer, with the ultimate goal of improving the prevention or treatment of pancreatic cancer.

- **Stanford Women’s Cancer Center Innovation Award (SWCC-IA) - $100,000**
  With support from the fundraising efforts of Under One Umbrella, the SCI and the Stanford Women’s Cancer Center offer awards for research projects related to women’s cancers.
PROJECT PRIORITIES:

- Bold and creative research projects
- Research related to health disparities
- Multi-disciplinary collaboration, including collaborations involving Stanford faculty beyond the School of Medicine or inter-programmatic collaborations across the eight SCI research programs
- Potential to lead (or is already leading) to an investigator-initiated clinical trial
- Plans for submission of an external peer reviewed (preferably NCI) application

TIMELINES:

- RFA Announced: March 2019
- Notifications and Invitations to submit Full Proposals: June 10, 2019
- Full proposal deadline: **July 15, 2019** *(see note below regarding word / page count limits)*
- Notification of Selection: July 31, 2019
- Funding Period: September 1, 2019 – August 31, 2020

**NOTE:** Please adhere to the full proposal application word / page count limits. Information that exceed the limits, may result in a less favorable review score.

ELIGIBILITY:

*INVITATION ONLY* Faculty members of the SCI or of the Stanford University community with PI Status, that previously submitted a strong Letter of Intent and received an invitation to submit a full proposal.

REQUIREMENTS:

- Strict adherence to word / page count limits noted in the full proposal application sections. Applications that exceed the word / page count limits, can result in a less favorable review score.
- Progress reports 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 may be asked to present the results of funded research project at the request of the SCI.
Full Application Procedures
By July 15, 2019, full proposal applications should be submitted via the Stanford Seed Opportunity website.

- Incomplete applications will not be forwarded for review.
- Strict adherence to word / page count limits noted in the full proposal application sections. Applications that exceed the word / page count limits, can result in a less favorable review score.

A complete application includes the following information: Abstract, short “non” technical abstract, research proposal, bibliography, budget, budget justification, NIH biosketch, human and/or animal approvals, previous SCI award recipient, SCI proposal tracking form. All forms are available in the Toolkit folder on the Cancer Institute’s Funding website at: http://med.stanford.edu/cancer/research/funding.html

Abstract Pages: Limit to 200 words
Please provide project Abstract

Short "Non" technical abstract: Limit to 250 words
Please provide a short "Non" technical abstract that can be used for communications

Research Proposal: Limit to 3 pages
Please provide an overview of the activities of the project. Recommended format:

- Specific Aims
- Background and Significance
- Innovation and Methods
- Scope of collaborations
- Milestones
- Discussion of follow-on plans, proposals, and implications

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.

Bibliography:
Please attach bibliography file. Include only key references and references cited in the body of the proposal.

Budget:
Please download, complete and attach budget form. Available at: http://med.stanford.edu/cancer/research/funding.html

$50,000 Awards: enter Total Direct Cost, not to exceed $46,300)
$100,000 Awards: enter Total Direct Cost, not to exceed $92,600)

Budget Justification: Limit 2 pages
Please attach budget justification document file
Awards will be made based on the total cost of either $50,000, including an 8% Indirect Cost (IDC) rate, or $100,000, 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. 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
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.

**PI(s) and Co-Investigators(s) NIH Biosketch and Other Support:**
Please download, complete and attach the PI(s) and Co-Investigator(s) NIH Biosketch and Other Support. Available at: [http://med.stanford.edu/cancer/research/funding.html](http://med.stanford.edu/cancer/research/funding.html). The application must include an NIH biosketch, **with other support included** for the PI and Co-Investigators.

**Human and Animal Subjects:**
Please indicate if Human and Animal Subjects are involved in your research project. If approvals are not submitted with the full proposal submission, it is highly encouraged that they are obtained by the Award Announcement date.

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.

**Previous SCI Award Recipient:**
Please indicate if you are a recipient of a prior SCI funding opportunity, including the year and name of the opportunity.

**Proposal Routing Form:**
Please download, complete and attach the Proposal Routing form. Available at: [http://med.stanford.edu/cancer/research/funding.html](http://med.stanford.edu/cancer/research/funding.html)

**Closing: (Optional) Limit 500 words**
Please provide any additional information.

**Additional Attachments: (Optional)**
Please attach any additional information related to your application.

**Appendices: (Discouraged)**
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 Additional Attachments. Otherwise appendices are discouraged.

**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

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 can 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.”