APPLICATION/PROPOSAL QUESTIONS:

1. **Question:** Are applications due by a certain time on the due date?
   **Answer:** Yes, applications are due on their due date by 5:00 pm ET.

2. **Question:** Does the NCCN Member Institution need to submit the name(s) of the applicant in advance?
   **Answer:** Yes, the names of the nominees should be submitted to the Foundation in advance of their applying for the YIA in order to forward the appropriate log-in information to them. They will be asked to upload their proposals before the due date, January 29, 2016.

3. **Question:** Can a Member Institution submit two applications for the same category?
   **Answer:** There are no longer “categories” for applications, and each institution is only allowed to nominate two applicants to submit proposals.

4. **Question:** If the researcher has several mentors, not only from their institution, should they only list the mentors at their institution?
   **Answer:** All mentors can be included.

5. **Question:** If the researcher’s study is focused on more than one disease jointly, should they enter just one cancer site on the application - explaining in the proposal the inclusion of the other cancer site - or list all cancer sites?
   **Answer:** All tumor types should be listed.

6. **Question:** If the nature of the study is one of research but not clinical, should the applicant only fill out what is applicable to their study?
   **Answer:** If the study is not clinical, check “not applicable” for Study Summary (Clinical). This will shade the entire section out; however, it will be required that the entire correlative section is complete. All fields are mandatory or the submission will not be accepted. If needed, put the words “not applicable” in a box but all questions must have an answer.

7. **Question:** What font size and margins should be on the full application?
   **Answer:** It is not required to submit a written proposal therefore, there are no formatting requirements. If you choose to upload a written proposal, there are no formatting requirements.

8. **Question:** Is there a page limit to the proposal?
   **Answer:** The uploaded additional document of the full proposal should be no more than six pages. A separate full proposal document is not necessary.
SUPPORTING DOCUMENT QUESTIONS:

9. **Question:** Can the letter of support be written by a Division Chief as opposed to the Cancer Center Director, Department Head, or Dean?
   **Answer:** Yes. However, the applications from each institution should be coordinated since there is a limit of two applications per institution.

10. **Question:** Is there a page limitation for the Mentor’s letter of support?
    **Answer:** No, there is no page limitation for the Mentor’s letter of support.

11. **Question:** Where in the application should the supporting documents be uploaded?
    **Answer:** Upload all supporting documents under the Essential Documents.

12. **Question:** Will an Institutional Facepage that contains the signature of the institutional signing official suffice for the budgetary approval?
    **Answer:** Only if it clearly states that the budget has been reviewed and approved. Otherwise, a separate letter is required.

13. **Question:** For the OSR letter of support – how is this letter different from the Letter of Support that the Department Chair submits which contains the same information?
    **Answer:** They differ because they come from two different people. However, you can submit one letter but it must clearly state that the application has support from the Department Chair and the OSR.

14. **Question:** Should the faculty upload the “Institutional Support” letter that is in place?
    **Answer:** Yes.

15. **Question:** Is the prioritization of research document required?
    **Answer:** Proposals are required to be submitted electronically to the NCCN research portal at https://www.mednetstudy.com/sgs/nccn/. Please include a letter of support from the governing groups of the institution verifying 1) the proposal has Department Chair/Division approval, 2) institutional budgetary review and approval, 3) the priority status of the research should funding be approved, and 4) the study includes data collection and research support, including biostatistics.”

16. **Question:** The application forms include a Key Contact Information section that requests the contact name for contract personnel, whom should be named here?
    **Answer:** The institution should list the contract personnel that should receive the terms and conditions agreement if you are awarded funding.
**BUDGET QUESTIONS:**

17. **Question:** Is it possible to budget any salary for a co-investigator, in addition to the grant recipient, postdoctoral or clinical research/fellows associates/assistants?
   **Answer:** Yes, co-investigators involved in the study may be included in the budget, but it must adhere to the NIH salary cap.

18. **Question:** If funding is already coming from another grant related to the research, but the NCCN Foundation YIA application has a different focus, is it possible to apply for the YIA?
   **Answer:** Yes, as long as the focus of the project is different than the funding of the other grant, you may apply for the YIA. Overlapping funding is not allowed.

19. **Question:** What type of expenses fall under the “clinical budget” category and which expenses should go in the “correlative budget”?
   **Answer:** All costs associated with running the clinical study, i.e. PI cost, IRB and pharmacy fees, patient costs and any costs that are associated with the clinical study should be on the clinical budget. For the correlative studies, there may be PI staff costs as well as research assistant costs if someone other than the PI is performing the tests. Also include cost of laboratory supplies, reagents, assays, and all costs associated with performing the correlative studies.

20. **Question:** What is considered a non-research expense?
    **Answer:** Non-research expenses are considered indirect costs, i.e., computers; laptops. YIA is fairly flexible as long as the funds are not used directly for research. Within the total budget of $150,000, non-research related expenses will be covered to a maximum of 8%.

21. **Question:** Can a standard budget worksheet be submitted with the application?
    **Answer:** No, the NCCN Budget template is required for the submission.

22. **Question:** The budget amount listed in the MedNet Application system is for a total of $75,000. What is the total amount of the grant?
    **Answer:** The total amount of the grant is not-to-exceed $150,000, $75,000 per year for 2 years.

23. **Question:** Per the RFP, travel is not an eligible expense for the project. Can mileage reimbursement for the Project Investigator to travel to the study sites be included in the budget?
    **Answer:** Yes, mileage reimbursement for the Project Investigator to travel to study sites can be included in the budget. The travel budget should not-exceed $2,500.

**TECHNICAL QUESTIONS:**

24. **Question:** Should all of the application components on the “submit a study” screen be filled in; or is it possible to upload the 6-page grant document itself?
    **Answer:** Yes, all required fields should be filled in; there is also an opportunity to upload your document as an attachment under Essential Documents.

25. **Question:** Can a document be deleted once it uploads to the online system?
    **Answer:** No, once the document is uploaded, it cannot be deleted in the system. If there are documents that you want to delete, you can send us the name and information and we can delete it for you.
26. **Question:** Does the applicant submit the proposal directly through the MedNet website?
   **Answer:** Yes, this is a requirement.

27. **Question:** I am registered in the Research Management System (RMS), but forgot my password and/or username, how can I obtain or reset it?
   **Answer:** For technical issues with your log-in, please contact the MedNet helpdesk at (866) 258-2735.

**ELIGIBILITY QUESTIONS:**

28. **Question:** At some Member Institutions staff scientists are considered to be (non-member track) faculty, which is considered equivalent to “Instructor at a University.” In light of this consideration, would the Foundation consider a proposal from a staff scientist?
   **Answer:** Yes, a proposal from a staff scientist will be considered, as long as they are one of the two nominations from the Member Institution.

29. **Question:** Are faculty members who were Instructors and are now Assistant Professors qualify to apply for this program?
   **Answer:** Faculty who were Instructors and now hold a first-term Assistant Professor appointment are appropriate candidates for these awards.

30. **Question:** Would a project be considered eligible for funding if the protocol is in the beginning stages and the IND is being prepared for submission?
    **Answer:** Yes, the project will be considered for funding as long as the investigator will be able to meet the timeline required for the project.