



NATIONAL COMPREHENSIVE CANCER NETWORK

FOUNDATION

Guiding Treatment. Changing Lives.

Request for Proposals (RFP)

NCCN Foundation[®]

2025 Young Investigator Award (YIA) Program

NCCN Foundation[®]

3025 Chemical Road, Suite 100

Plymouth Meeting, PA 19462

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ORGANIZATIONAL BACKGROUND

NCCN Foundation[®] was established in 2009 by the National Comprehensive Cancer Network[®] (NCCN[®]), a Section 501(c)(3) public charity whose mission is to improve and facilitate quality, effective, efficient, and accessible cancer care so patients can live better lives. NCCN operates as a not-for-profit alliance of 33 leading cancer centers devoted to patient care, research, and education (NCCN Member Institutions). Through the leadership and expertise of clinical professionals at NCCN Member Institutions, NCCN develops resources that present valuable information to the numerous stakeholders in the health care delivery system.

NCCN Foundation strives to continue NCCN's mission by seeking philanthropic support to engage in activities including, but not limited to, developing a research grant program to encourage and assist early career physicians, scientists, nurses, and other investigators in conducting innovative and collaborative research in oncology at NCCN Member Institutions. In order to expand upon the body of knowledge available regarding the diagnosis and treatment of cancer, the NCCN Foundation focuses on funding research projects that further its charitable and educational purposes and support researchers in fields for which it is often difficult to obtain funding.

PROGRAM PURPOSE AND DESCRIPTION

Through its Young Investigator Award (YIA) Program, the NCCN Foundation invites proposals from young investigators with innovative ideas and an interest in improving the quality, effectiveness, equity, and accessibility of care provided to patients with cancer. A primary focus of the NCCN Foundation YIA Program is to identify and fund top investigators in the early stages of their careers interested in participating and contributing to cancer research. On average, four to seven grants are awarded per year.

The awards provide two-year grants of \$150,000 for research expenses to promising young investigators across a broad range of oncology specialties and areas of interest. The award may be used to fund salary and benefits of the grant recipient, postdoctoral or clinical research fellows and/or research assistants, data collection and entry, patient costs, analysis, computer costs, necessary purchased services, surveys, and supplies. Within the total budget of \$150,000, indirect expenses will be covered to a maximum of 8%. The award may include funds up to \$3,000 for IRB review and continuing review. In addition to the \$150,000 award, a separate administrative allowance will be provided for travel (up to \$575), lodging, and registration expenses to attend the 2026 NCCN Annual Conference. Attendance at the NCCN Annual Conference is mandatory in order for the awardees to present their research results at the General Poster Session.

The award is open to physicians, scientists, nurses, and others working in an oncology laboratory, clinical research or clinical setting, or cancer control program in one of NCCN's 33 Member Institutions, who:

- Have a first full-time current appointment as an Assistant Professor, Instructor, or equivalent level, and
- Are MDs, DOs, PhDs or, for nurses and others, have an advanced degree.

Each NCCN Member Institution can nominate one young investigator who may submit a research proposal. Please note the following:

- **Member Institutions that received an NCCN Young Investigator Award during the 2024 cycle are not eligible to apply for the 2025 cycle; and**
- **Those Member Institutions will still be required to appoint a representative to the Proposal Review Committee for the 2025 cycle.**

A hallmark of NCCN's programs has been strong attention to excellent data collection, analysis, and outcomes measures. Successful YIA proposal submissions will be expected to bring this same high level of rigor to their research and clinical practice programs. Successful candidates will identify and work closely with an appropriate institutional mentor for their two-year YIA. Following completion of research, abstracts will be published in print and online in *JNCCN—Journal of the National Comprehensive Cancer Network*. Awardees will be expected to present their findings within their own Institution through educational opportunities such as grand rounds and tumor boards. Manuscript submission of funded work is required.

PROGRAM TIMELINE

Date	Description
November 29, 2024	NCCN Member Institution candidate nomination deadline. <ul style="list-style-type: none"> • Member Institutions may only nominate one candidate. • Member Institutions that received an NCCN Young Investigator Award during the 2024 cycle are not eligible to nominate a candidate for the 2025 cycle.
January 24, 2025	NCCN Member Institution Deadline for mandatory submission of one Proposal Review Committee member. <ul style="list-style-type: none"> • Member Institutions that received an NCCN Young Investigator Award during the 2024 cycle are required to appoint a representative to the Proposal Review Committee for the 2025 cycle. • <i>Proposal Submissions from Member Institutions that do not contribute a Proposal Review Committee member will not be considered for funding.</i>
January 24, 2025 -5:00 PM (ET)	Proposal Submission Deadline within the NCCN research portal iEnvision.
Early March 2025	Proposal Review Committee will meet via a virtual meeting.

End of March 2025	Award Notifications.
July 1, 2025 – June 30, 2027	<p>Award Period:</p> <ul style="list-style-type: none"> • It is anticipated that eighteen months will be used for the implementation of the scope of work (July 1, 2024 – December 31, 2026) and six months will be used to compile and finalize the study data and comply with all reporting requirements (January 1, 2027 – June 30, 2027). • Draft protocol submission is required one month after award notification. • IRB/IACUC approval (if applicable) and study activation required by July 1, 2025.
November 2027	Abstract Submission for the 2027 NCCN Annual Conference – General Poster Session.
March/April 2027	Presentation of research results will occur at the 2027 NCCN Annual Conference – General Poster Session.

ELIGIBILITY REQUIREMENTS

Nominees must have:

- Medical degree - MD, DO or international equivalent; **OR**
- Scientific degree - PhD or international equivalent; **OR**
- Nursing degree – Master level and above or international equivalent; **OR**
- Pharmacy degree - PharmD or international equivalent; **AND**
- Primary affiliation/work site at an NCCN Member Institution **for the duration of the award period; AND**
- First full-time appointment at an NCCN Member Institution and remain in good standing for the duration of the award period; **AND**
- Mentor in the proposed research field; **AND**
- Institutional commitment to support the research project.

NOMINATION PROCESS

Each eligible NCCN Member Institution may nominate one candidate per institution by **Friday, November 29, 2024**. Instructions for proposal submissions will be sent directly to nominees by NCCN.

NCCN Member Institutions may submit the nomination of their candidate via email to foundationproposals@nccnfoundation.org. Please use the subject line: “**NCCN Foundation YIA 2025 - Candidate Nomination.**”

The following information about the nominee is required to be included in the email:

- Name & Degree
- Academic Appointment or Rank
- Institution
- Title
- Email Address

PROPOSAL SUBMISSION PROCESS

All proposals must be submitted in accordance with the requirements and instructions of this Request for Proposals (RFP). Proposals will provide concise documentation of the research plan and should be no more than the equivalent of 6 pages. The proposal is expected to contain sufficient information for reviewers to fully assess the scientific rigor and feasibility of the proposed study.

Proposals are required to be submitted electronically to the NCCN research portal at https://nccn.envisionpharma.com/ienv_nccn.

The proposal should contain detail regarding the following areas:

A. Study Information

1. General Information: Title/Type of Support/Subsite(s)
 - Select “**No**” for Letter of Intent
 - Select “**YI25**” for RFPID
 - Select “**Funding**” for Type of Support
2. Personnel name and institutional affiliations; including academic title and rank for each of the following:
 - Principal Investigator (Primary Investigator - **current CV required**)
 - Statistical Co-Investigator/Biostatistician
 - Mentor (other - **current CV required**)
 - Institutional Office of Sponsored Research/Contract Personnel (other)
3. Site Information
 - Institution name and address
 - Contact information
 - Subsite information as applicable
4. Concept Information
 - Enrollment Target (if not applicable please leave blank or enter 0)
 - Estimated time of completion (no more than 24 months total)
 - Trial Design and Study Phase – proposals for projects being performed within a larger basket/umbrella study, or as a correlative/substudy of an

ongoing, separately funded project, **must be clearly identified at time of submission**

- Study Type (Clinical will select “other”)
- Overview/Hypothesis/Abstract
- Background/Rationale
- Overall Goals & Objectives
- Current Assessment of Need in Target Area
- Target Audience
- Project Design and Methods
- Innovation
- Evaluation and Outcomes
- Anticipated Project Timeline
- Organizational Detail
- Detailed Work Plan
- Evaluation Design
- References
- Additional information to align with current iEnvision page

5. Oncology Analysis

- Tumor Type/Malignancy Stage
- Body Systems
- Correlative study information
- Budget Justification
- Feasibility Letter/Document must include the following information (required):
 - For Clinical Trials:
 - Project completion in time limit specified above (2 years)
 - Projected Accrual Dates (Month/Year)
 - Previous experience with trials in a similar tumor type, phase of study or prior therapy
 - Collaborators’ experience, including affiliates
 - Competing trials - List all active, approved or in-review studies at your institution for which the same patient population is eligible
 - For Outcomes/Translational and Correlative/Pre-clinical Studies:
 - Project completion in time limit specified above
 - Specimen acquisition
 - As applicable, collaborators’ experience
 - As applicable, previous experience with studies in a similar tumor type, phase of study, or therapy.
 - As applicable, competing projects for which the same patient population is eligible.
- Department Chair or Division Letter of Support (required)

B. Requested Funding Information

1. Full Budget and Budget Justification

- Nominees must complete and submit the budget in the separate **NCCN budget template** format via **the attachments folder (node) in iEnvision**. (see User Manual for additional instructions)
- Nominees are required to disclose additional sources of funding for this research and demonstrate that funding does not overlap with this award.
- The following information is required:
 - Breakdown by major cost categories
 - Indirect Costs capped at 8%
 - Justification of major costs with enough detail to demonstrate how funding for major elements in the study will be allocated
 - For combined clinical and correlative studies, separate budgets for each component should be submitted
 - Salaries, which are capped at the current NIH salary cap, fringe benefits, % effort, and responsibilities for each team member
 - Budget justification to include base salary, % effort, and study responsibilities for each team member
 - No travel above the Annual NCCN Conference attendance fees included in the Terms & Conditions.
 - No publication assistance costs will be covered unless pre-approved by NCCN

2. Complete the remainder of the page:

- Enter the total direct and indirect costs related to your proposed project in iEnvision.
 - Enter one line item for each by selecting “+ Add Line” and selecting “Direct” or “Indirect” from the dropdown list and completing the information as appropriate.
- Requested currency (US Dollar)
- Overhead %
- Amount Requested (Cannot be more than \$150,000)
- Upload Budget Review and Approval Letter
- Additional sources of funding, if applicable

C. Ancillary Documentation

1. Supportive literature may be provided.
2. If support will be sought/provided by other sources, please identify all sources of additional support and provide documentation of commitment.

D. Required Letters of Support from governing groups of the institution verifying:

1. Office of Sponsored Research approval
2. Department Chair/Division approval
3. Institutional budgetary review and approval
4. Mentor's Letter of Support

Letters should be addressed to:

Crystal Denlinger, MD, CEO
National Comprehensive Cancer Network
3025 Chemical Road, Suite 100
Plymouth Meeting, PA 19462

SUBMISSION

All proposals must be submitted electronically using the directions below and are due by **Friday, January 24, 2025 at 5:00 PM (ET)**.

- Please use the link below to register in the system:
 - https://nccn.envisionpharma.com/ienv_nccn
- Select “Register for New Account” in the upper right corner of the page, above the “Log In” button.
- Complete all fields (Note: Fields with an asterisk are required)
- You will receive a confirmation email. Click on the link in the email to activate your account.
- Enter your username and password (Note: Your username is your email address. Do not copy and paste).
- Set up your security questions.
- Submit your study under the “**Non-Clinical Research**” Application Type:
 - Select “**No**” for Letter of Intent
 - Select “**YI25**” for RFPID
 - Select “**Funding**” for Type of Support

For technical assistance with the iEnvision system, please contact iEnvision_general_request@envisionpharmagroup.com.

For questions or issues, please e-mail Nye Smith at nsmith@nccn.org with the subject line “**2025 NCCN Foundation YIA**”.

PAYMENT OF FUNDS

The Award total of \$150,000 will be disbursed as follows:

- First payment of \$50,000 will be paid on or after July 1, 2024, subject to receipt by NCCN of all required items, which will be identified in the Study Start-up Letter.
- Second payment of \$50,000 will be paid subject to satisfactory progress and submission of satisfactory finance and progress reports, at the end of the first year.
- Final payment of \$50,000 will be paid upon submission of a final study report, manuscript, and final expenditure report.

UNSPENT FUNDS

Any unspent portion of the grant funds must be returned to the NCCN Foundation within sixty (60) days of the expiration of grant end date.

GRANT PERIOD

Whereas the NCCN Foundation is subject to the terms and conditions of the funders' agreements supporting this program, funded projects are required to be completed within two years from July 1, 2024.

REPORTING REQUIREMENTS

Awardees are required to submit an annual financial report for each year of the grant funding and quarterly progress reports. The reporting schedule will be stipulated upon NCCN's notification of the activation of the study.

YIA PROPOSAL REVIEW COMMITTEE

All NCCN Member Institutions, with either an active YIA in 2023 or that nominates a candidate to apply for 2024 YIA funding, must provide the name of a YIA Proposal Review Committee participant by **January 24, 2024**. YIA Proposal submissions from Member Institutions that do not contribute a Review Committee participant **will not be considered for funding**. **The Review Committee participant must attend the YIA Review Meeting in order for the YIA nominee from their institution to be considered.**

The YIA Proposal Review Committee participants must have expertise in oncology with a broad spectrum of research knowledge (clinical, pre-clinical, quality, health equity, etc.) and types of cancer. **Please note that reviewers may be asked to review proposals outside of their area of expertise.** Individual Review Committee participants will be recused from reviewing/discussing proposal submissions from their own institutions.

REVIEW COMMITTEE PARTICIPANT:

The following information regarding the YIA Review Committee participant must be submitted by the Member Institution to: FoundationProposals@nccnfoundation.org using the subject line NCCN Foundation YIA 2024 - Review Committee.

Review Committee Participant:

- Name & Degree
- Academic Appointment or Rank
- Area of Expertise
- Address, cell phone number, email address

PROPOSAL EVALUATION CRITERIA

The YIA Proposal Review Committee will select recipients for YIAs based on the following criteria:

- Scientific Soundness
- Study Design
- Feasibility
- Statistics
- Budget
- Timeline – work **must** be finalized and final reporting submitted within the 2-year grant period

AWARD ADMINISTRATION

The NCCN Oncology Research Program (ORP) will provide oversight for the review, selection, and awarding of the YIAs. ORP standards will be used by the YIA Grants Proposal Review Committee to review and score proposals received in response to this RFP.

RESPONSIBLE CONDUCT

During the Award period, the Investigator must not be absent from participation in the Project or from the Institution for extended periods of time during the Award Period, such as for a sabbatical leave or leave of absence, without prior written approval from the NCCN Foundation.

HELPFUL RESOURCES

- Frequently Asked Questions (attached)
- iEnvision User Manual (attached)



NATIONAL COMPREHENSIVE CANCER NETWORK

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NCCN Foundation – Young Investigator Award (YIA) Submissions Frequently Asked Questions

PROPOSAL SUBMISSION QUESTIONS:

Question: Are proposal submissions due by a certain time on the due date?

Answer: Yes, proposal submissions are due on the due date by 5:00 pm ET.

Question: Does the NCCN Member Institution need to submit the name of the nominee in advance?

Answer: Yes, the name of the nominee must be submitted to the NCCN Foundation in advance of the nominee applying for the YIA.

Question: Is a representative from each Member Institution present at the YIA Review Meeting?

Answer: In order for a nominee's proposal to be considered, a reviewer from their institution must participate in the review process and be present at the YIA Review Meeting. In addition, Member Institutions with an active YIA will also be required to have a reviewer from their institution participate in the review process.

Question: If the nominee has additional mentors from other institutions, should these mentors be listed?

Answer: All mentors can be included and should list the name of the institution they are affiliated with.

Question: If the nominee's study is focused on more than one disease jointly, should they enter just one tumor type on the proposal or list all tumor types?

Answer: All tumor types should be listed.

Question: If the nominee's study is part of an overarching study (umbrella, bucket, etc.), does it need to be disclosed at the proposal stage?

Answer: Yes, it must be disclosed within the proposal. Note that individual IRB approval of the sub-study (if applicable) will be required prior to activation.

SUPPORTING DOCUMENT QUESTIONS:

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.

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.

Question: Where in the proposal submission should the supporting documents be included?

Answer: Upload all supporting documents directly into the NCCN iEnvision platform. Additional information can be uploaded into the “Attachments Node”. Please see iEnvision User Manual for further instruction.

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.

Question: How is the Office of Sponsored Research (OSR) Letter of Support letter different from the Department Chair Letter of Support?

Answer: Each letter identifies a different area of institutional support. A single letter may be submitted but must clearly state that the proposal has support from both the Department Chair and the OSR.

Question: Who should be named as the “Contract Personnel” in the Contact Information section?

Answer: Please provide the contact information for the institutional contract personnel that should receive and negotiate the Terms and Conditions agreement if you are awarded funding.

BUDGET QUESTIONS:

Question: Is it possible to budget a salary for a co-investigator, in addition to the grant recipient, postdoctoral or clinical research Fellows, associates and assistants?

Answer: Yes, co-investigators involved in the study may be included in the budget; all salaries must adhere to the current NIH salary cap.

Question: If funding is already coming from another grant related to the research, but the NCCN Foundation YIA proposal 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.

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.

Question: What is considered a “non-research related expense”?

Answer: Non-research related expenses are considered indirect costs or funds that are not used directly for research. Within the total YIA budget of \$150,000, non-research related expenses will be covered to a maximum of 8%.

Question: Can a standard budget worksheet be submitted with the proposal?

Answer: No, the NCCN Budget template is required.

Question: What is the total amount of the grant?

Answer: The total amount of the grant is not to exceed \$150,000 or \$75,000 per year for 2 years.

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: Mileage reimbursement for the Principal Investigator to travel to study sites cannot be included in the budget. The Foundation will provide a one-time travel allowance up to \$575 for PIs to attend and present their data at the NCCN Annual Conference. These arrangements and travel allowance for the annual conference will be handled separately from the grant.

TECHNICAL QUESTIONS:

Question: Who should I contact if I have issues in iEnvision?

Answer: For RFP process related questions, please contact Nye Smith: nsmith@nccn.org or Nicole Zion: zion@nccn.org. For technical support, and system access support, contact the Envision Pharma Helpdesk: helpdesk@envisionpharmasupport.com

ELIGIBILITY QUESTIONS:

Question: What is meant by “first full-time appointment”?

Answer: The NCCN Foundation defers to each institution’s Office of Sponsored Research to make eligibility determinations regarding “first full-time appointments” for their nominees. Interested young investigators should work with their Office of Sponsored Research to determine if they are eligible to receive a nomination based on prior appointments.

Question: Is a nominee who will begin his/her first full-time appointment by the award start date eligible?

Answer: Yes.

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.

Question: Is there a limit to the number of years a nominee can be in their first full-time appointment?

Answer: If the institution considers the investigator to be early in his/her career he/she is eligible for this program.

Question: If your institution was granted a YIA in 2023, are you eligible to nominate a YIA for the upcoming 2024 cycle?

Answer: No, for those institutions with an active YIA initiated in 2024 they will not be able to apply the next year (2025). However, they will again be eligible the following year (2026). This will allow more Member Institutions to have an opportunity to receive a Young Investigator Award.

NCCN RESEARCH GRANT BUDGET



2025 Young Investigator Award Program Year 2 Budget

Principal Investigator (Last, First, Middle):

Member Institution Name:

Research Study Title:

DIRECT LABOR					From	Through	
Name and Credentials	Role on Project	% of Effort	Inst. Base Salary	Salary Requested	Fringe Amount	Total Direct Labor	Reconciliation Actual Costs
			\$0.00	\$0.00	\$0.00	\$0.00	
			\$0.00	\$0.00	\$0.00	\$0.00	
			\$0.00	\$0.00	\$0.00	\$0.00	
			\$0.00	\$0.00	\$0.00	\$0.00	
			\$0.00	\$0.00	\$0.00	\$0.00	
			\$0.00	\$0.00	\$0.00	\$0.00	
SUBTOTAL:						\$0.00	
OTHER DIRECT COSTS					Amount		Actual Costs
Consultant/Subcontract Costs <i>(List names & services. Attach agreement & pricing.)</i>							
Equipment Costs <i>(Provide detailed description & prices)</i>							
Supplies <i>(Itemized list with prices)</i>							

NCCN RESEARCH GRANT BUDGET

Patient Costs <i>(All costs not covered by third party payors; laboratory, imaging, etc.)</i>			
Other <i>(IRB Costs, Pharmacy Set-Up & Maintenance Costs, etc.)</i>			
SUBTOTAL OTHER DIRECT COSTS		\$0.00	
TOTAL DIRECT COSTS		\$0.00	
INDIRECT COSTS (8% maximum-- Identify indirect line items in justification)		\$0.00	
TOTAL COSTS REQUESTED <i>(Direct + Indirect Costs)</i>		\$0.00	
Budget Justification (Please include justification for all direct and indirect costs).			
Prepared By (Printed Name)		Signature:	Date:
PI Review (Printed Name)		Signature:	Date: