

# Pediatric Cancer Research Foundation Grants Manual (Policies and Procedures)

## Grant categories

The Pediatric Cancer Research Foundation awards four types of grants:

### **Basic Science Research Grants (up to \$150,000 per year, for up to 3 years)**

These grants fund work that is the basis for childhood cancer research, helping to move science in the direction of improved treatments and eventually finding a cure. These projects help move hypothesis-driven research into the clinic by providing support for important preclinical projects.

### **Translational Research Grants (up to \$100,000 per year, for up to 2 years)**

This Grant is given to single or multi-institutional programs that involve open, cancer clinical trials or consortia, and implement new approaches to therapy. These grants support “bench to bedside” research, whose endpoint is often the planning or initiation of a clinical trial.

### **Emerging Investigator Fellowship Grants (up to \$60,000 for one year)**

These grants are designed to support Post-Doctoral Fellowships and Clinical Investigator training for emerging pediatric cancer researchers to pursue exciting research ideas. Applicants must have completed two years of their fellowship or not more than two years as a junior faculty instructor or assistant professor at the start of the award period. These grants encourage and cultivate the best and brightest researchers of the future.

### **Donor Designated Grant Programs**

These grants fund projects in communities or regions local to the specific donor or fundraising activity. Outside contributing organizations, fundraisers and donors work with the Foundation to identify a specific project and/or specific doctor, focus on a specific disease type, facility or awareness program. Grants can be for any specific amount as designated by the donor or contributing organization.

PCRF will *not accept grant application without an approved Letter of Intent (LOI)*. Please refer to the guidelines contained in this document for the specific guidelines.

**Grant Review Criteria** The probability of an advance in prevention, diagnosis or treatment for the near-term

- The novelty of the concept and strategy
- The clarity of presentation
- The overall plan for bringing the research findings to clinical application
- Experience, background, and qualifications of the investigators
- Adequacy of resources and environment (facilities, patients, etc.)

## **Eligibility Criteria**

- PCRF only funds non-profit institutions and they must be located in the US.
- PCRF does not have citizenship requirements for our investigators. However, the Principal Investigator needs to be employed by a non-profit U.S. institution that has an affiliation with a hospital.
- Basic Science Research and Translational Grants require the applicant to be a PhD and/or MD.
- Emerging Investigator applicants must have completed two years of their fellowship, or not more than two years as a junior faculty instructor or assistant professor at the start of the award period.

## **Funding/Reports**

### **Allowable Costs**

- Personnel costs (including salary and fringe benefits) There is no salary cap applied.
- Supplies
- Travel (restricted to nominal travel costs)
- Other expenses

### **Unallowable Costs**

- PCRF does not typically fund equipment costs. If you are planning to request equipment in your application budget please contact the Executive Director of PCRF, Jeri Wilson at [jwilson@pcrf-kids.org](mailto:jwilson@pcrf-kids.org) prior to submission.
- No indirect costs will be funded. Funds awarded shall be used solely for the purposes specified in the application submitted for consideration and in strict compliance with the budget submitted with the application.

### **Grant Cycle/Payments**

PCRF uses the calendar year of accounting, and thus, all awards will be activated on January 1 of the year following the application.

A Letter of Agreement (LOA) will be uploaded into the deliverables section of proposalCENTRAL by PCRF. This document will require the signatures of both grantee and sponsoring institution.

Grant payments will be made upon final execution of the LOA and per the payment schedule outlined in the LOA. Typically, a payment equal to 50% of the award amount per year will be disbursed once the LOA has been signed. Another 45% will be disbursed upon review and approval of the mid-year reports as indicated in the LOA. PCRF will withhold 5% of the award amount each year until the required reports have been reviewed and approved by PCRF.

All payments will be made via wire transfer to the controller or other fiscal officer for the institution as indicated in the application. The institution will be responsible for disbursing the funds to the grantee in accordance with the approved budget.

## **Letter of Intent**

PCRF requires the submission of a Letter of Intent (LOI). Researchers not previously funded by the foundation are typically funded at the Emerging Investigator Fellowship level. PCRF will only fund one grant per institution, per award type.

Selected researchers will be invited to submit a grant application via Proposal Central. Please refer to the deadlines on the PCRF website for the specific timeline for submission.

### **Page limitation**

The Letter of Intent (LOI) should be no more than three pages in length (not including references and biosketch).

### **Institutional information and criteria**

Provide the name of the Institution, Principal Investigator and their title. An institution may only submit one LOI per award type. Multiple LOIs should not be submitted by the same researcher.

### **Grant application**

Indicate which funding opportunity you are applying for:

- Basic Research Science Grant (up to \$150,000 per year, for three years)
- Translational Research Grant (up to \$100,000 per year, for up to two years)
- Emerging Investigator Fellowship (up to \$60,000 per year for one year)

### **Research project**

Provide both a Scientific and Lay Abstract. Define Area of research.

Provide a summary of your research proposal, including any preliminary data that supports the hypothesis being tested or the objective.

Address the following questions by stating each question below followed by your answer (LOIs that do not follow this requirement will not be considered):

- How does this proposal fit the goals and objectives of PCRF?
- What need/issue are you addressing?
- Why is your approach novel?
- What outcomes do you hope to achieve?
- Why are you and your institution the best equipped to carry out this activity?

Include Principal Investigator's biosketch with submission.

### **Budget**

State the amount of funding you are requesting. Refer to funding guidelines listed in grant categories above.

### **Deadline to submit**

PCRF will accept LOI between January 8<sup>th</sup> and March 1st, 5 PM (PST). All LOIs must be submitted via Proposal Central. No extension will be granted to this deadline.

## **Application process**

All grant applications must be submitted through proposalCENTRAL once you have received an invitation to submit an application. This invitation will indicate the budget amount you should include in your grant application. Please do not include an amount over what was indicated in your invitation.

### **Login to proposalCENTRAL**

- Visit <https://proposalcentral.altum.com> and log in as an applicant.
- If you don't know or forget your password, use the 'Forgot Your Username/Password?' link to set/reset.
- Your email will work as your username. Make sure to use the email where your invitation to apply was sent.
- Once logged in, click into your Proposals tab.
- The application will be listed. Click the 'edit' button to open the application.
- Once you press the 'Save' button on the application, it will become interactive and you can move between sections.

### **Application Format**

The following information is required to submit a complete application. Numbers correspond to the application sections that appear on the left side of the online application.

1. *Title Page* - Enter the title of the research project. The title is limited to 150 characters (including spaces). Click "Yes" or "No" if you are submitting the same application you have submitted before.
2. *Download templates and instructions* - This section contains PCRf Grants manual which contains information on the organization, types of funding available, how to submit an application along with all PCRf grant policies and procedures. Click the "Download" button to the left of the description to save the file to your own computer. Any templates will need to be completed, converted to a PDF file and uploaded back into Section 14.
3. *Enable other users access this proposal* - This section allows you to give other users access to your grant application at varying levels of permissions. This is where you would add Sponsored Projects personnel or a Co-PI to give them the necessary access to your application.
4. *Applicant/PI contact information* - Complete the required information for the applicant. You can edit your Professional Profile from here to complete the required data.
5. *List Key Personnel other than PI* - Complete the required information for other key personnel on this research proposal other than the PI. This information includes their role and percent effort on the project, contact information, address and describing the key personnel's involvement in the project (250 characters or less including spaces).
6. *Institution and Contacts* – Make sure the correct institution is displayed, institutional information should automatically populate in this section, then enter

information for main contacts at institution including Signing Official, Fiscal Officer, Research Administrator, and Development Officer.

7. *Letters of Reference (This only relates to Emerging Fellowship applications)* - Enter the email address of the referee/mentor in the text box. An email will be sent to the referee/mentor with a link to provide a letter of recommendation for your grant application. Once the reference is provided, the response column will display Submitted. The minimum number of responses is 1, the maximum number of responses is 3.
8. *Lay Abstract & Scientific Summary /Area of Research* - In 2,500 characters or less including spaces, provide a lay summary that describes the proposed project (no special characters or formatting) and addresses the public health relevance of this research. Additionally, in 2,500 characters or less, provide a scientific summary of project (no special characters or formatting). To ensure you comply with each of the character limits, it is advised to draft your summary in Microsoft Word or similar program which can give you a character count. Select a keyword from the list provided or add one as indicated on this page.
9. *Budget Detail (keep in mind that PCRF does not cover indirect costs)* - Enter budget amounts for each grant period, include amounts for personnel costs, supplies and materials, equipment (refer to restrictions and guidelines regarding any equipment request), travel and other expenses. Keep in mind the budget cycle should begin in January each year. ***Please be advised the budget(s) should not exceed the amount(s) stated on the invitation to apply.***
10. *Budget Summary & Justification* - A summary of the proposed budget appears here (fields are auto-populated per the data entered in Section 9). Enter your budget justification in the text box. Limit responses to 15,000 characters including spaces. Longer responses will be truncated. Please refer to the sample budget justification included in *Section 2 - Download templates and instructions.*
11. *Current and Pending Support* - Add all current, pending and past three years of Support. For each Other Support entry, select if there is overlap with this application and if so provide a description of the overlap. To add your entries, click the “+” button. All entries previously saved in your Professional Profile plus a selection for “N/A” will appear. Please select the applicable support, complete all required entries and save the Support entry. If you do not already have Other Support entered in your profile, click the “Edit Professional Profile” button to open your profile. Click the red “Add” button to add each Support entry. Once you have entered all support, please click the “Return to LOI/Proposal” button to select the entries in your application using the “+” button.
12. *Organization Assurances* - Enter the assurance numbers for your institution. Do not insert the assurance numbers for any collaborating institution in the space. By providing the appropriate information in this section and signing the face page, your organization is declaring that it will comply with PHS policy regarding all human subject, animal welfare and recombinant DNA related to your project.

13. *Publications* - List all of the papers published by the principal investigator in referenced journals within the last 24 months. You may also add up to five additional papers published in the last 25-60 months most pertinent to the proposed project.
14. *Upload Attachments* - Prepare and upload the following documents into your application in PDF format:
  - Signed Signature Page(s): This page will be automatically generated as part of your application. It will have to be printed, signed and uploaded by the appropriate Sponsored Projects or similar office at your institution.
  - Biosketches: A biosketch must be provided for all key personnel. Please use the most recent NIH format. The biosketch should be uploaded in PDF format into this section.
  - *Proposed Research Project* – The research plan should be limited to 10 pages (not including the human and vertebrate animal sections, references, work environment and resources). Make sure you include the title of the project, hypothesis, specific aims, preliminary studies, research design & methods, human and vertebrate animal sections, references, work environment and resources. When formatting your research project document; a paper size no larger than standard letter paper size (8 1/2" x 11") and at least one-half inch margins (1/2") - top, bottom, left, and right - for all pages
  - Human Subject and vertebrate animal approval letters: Upload all applicable approval letters and informed consent.
15. *PI Data Sheet* - Enter PI Demographics information from professional profile. Click "Edit Profile" to make changes. This information will not be used as part of the review process.
16. *Validation* - Validate the application on proposalCENTRAL. This is an essential step and checks for required data and attachments. You will not be able to submit your application if all the required information has not been provided. An application that has not been validated cannot be submitted.
17. *Signature Pages* - After successfully passing the validation check and completing all proposal sections, click "Print Signature Pages" and Print Signature Pages with Attachments" to preview your application.
18. *Submit Application* - To submit your Proposal, please click the 'Submit' button. You will be unable to submit if you have not provided all the required information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email will be sent to you confirming your submission.

## Grant Review

Scientific peer review is conducted by PCRf's External Review Committee according to the review criteria summarized above. This committee will submit their review and scoring of the grants based on scientific merit to the PCRf Scientific Affairs Committee. Based on these reviews the Scientific Affairs Committee will make recommendations to PCRf Board of Directors. The Board of Directors will determine the number and dollar amount of awards to be funded based on available funding. All applications are considered confidential and are available only to the members of the PCRf administrative personnel, Scientific Affairs and Review Committees. The external review critiques of applications will not be provided to applicants.

## **Post Award Policies and Procedures**

### **Reports**

Scientific Progress and financial reports are required semi-annually and are due to PCRf 45 days after the end of the period each six months. Reports must be uploaded into the deliverables section of proposal CENTRAL. At its sole discretion, PCRf may request, more periodic or quarterly progress reports. Reports which are more than thirty (30) days late may result in suspension of funds.

The scientific report must include a one or two paragraph summary written for the lay public. The scientific report should include a description of the accomplishments as they relate to the specific aims included in your grant application. All final reports should include a hyperlink list of all publications referencing PCRf support. Grantees are required to utilize the PCRf progress report face page when submitting these reports which can be found in the deliverables section under templates. Progress reports should be no more than 5 pages in length (not including any references).

The financial report requires signature by an authorized official of the Grantee organization certifying that the expenditures reported are in accordance with the terms and conditions as set forth in the LOA and the policies and procedures set forth in this manual. The final grant payment shall be made only after receipt and approval of both the scientific and financial reports. Any requests for payment made more than ninety (90) days after the conclusion of the grant will not be honored.

PCRf forms located in the deliverables template section must be used for all semi-annual and final reports. All reports should be uploaded into proposalCENTRAL, Reports submitted via email will not be accepted. The appropriate contact information for the individual responsible for the financial reporting will be required in the space provided in the LOA.

These reports shall be reviewed by the PCRf Scientific Affairs Committee in order to evaluate the research progress of each grantee.

### **Expenditure of Funds**

Funds are to be used only for the purpose described in the grant proposal and in accordance with the approved budget. In no event can the Grantee organization charge an administrative or management fee to this Grant. Rebudgeting will be allowed up to \$500 within the approved cost categories. No rebudgeting is allowed into a new cost category. Any budgetary modifications over \$500 or into a new cost category require PCRf's prior written approval. Requests should be submitted in writing, include a revised budget, justification for this change and be sent to [jwilson@pcrf-kids.org](mailto:jwilson@pcrf-kids.org)

The Grantee shall return to PCRf any unexpended funds:

- At the end of the grant period, or
- If the Principal Investigator terminates his/her relationship with the grantee organization, or
- If the Grantee loses its exemption from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code.
- If PCRf terminates the award.

If PCRf terminates an award funds charged to the grant that are determined not in accordance with the described purpose of this award or that are not in accordance with the approved budget should be returned to PCRf along with any unexpended funds.

No funds provided by PCRf may be used for any political campaign, or to support attempts to influence legislation by any governmental body.

Expenses charged against this grant may not be incurred prior to the effective date of the grant or subsequent to the termination date, and may be incurred only as necessary to carry out the purpose and activities of the approved program and budget.

The Grantee and their institution are responsible for the expenditure of funds and for maintaining adequate supporting records.

## **Equipment**

PCRf defines equipment as an article of tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Unless specifically included in the approved budget equipment costs are unallowable. If approved by PCRf, equipment or property purchased with grant funds, if any, shall be the property of the Grantee so long as it is not diverted from the purposes for which the grant was made and remains under the control of the Principal Investigator. If the Principal Investigator leaves the Grantee organization and/or the use of grant funds is changed without approval, the equipment or property reverts to PCRf at its option.

## **Reports and Publications**

Any publication resulting from this funding should be acknowledged as "Supported by a research grant from the Pediatric Cancer Research Foundation" Any news release by the public relations department or its equivalent at the sponsoring institution related to this funding should be acknowledged as "Supported by the Pediatric Cancer Research Foundation". Reports, materials and articles resulting from this Grant may be copyrighted by the Grantee or by the Principal Investigator, in accordance with the policies of the Grantee toward the goal of obtaining the widest dissemination of such



reports, materials and articles. PCRf requires acknowledgement in all publication and reserves the right to use such publications at no cost to PCRf.

### **Carry Forward Requests**

For multi-year awards, the Principal Investigator may request that funds be carried forward into the next budget period. These requests should be submitted in writing with an explanation of why there are unexpended fund, along with a separate budget, and justification for the use of funds. Funds cannot be carried forward between two different award types. Requests should be submitted by an institutional official and sent via email to Jeri Wilson, Executive Director at [jwilson@pcrf-kids.org](mailto:jwilson@pcrf-kids.org) with the Award ID number and Principal Investigator name included in the subject line *no less than 45 days after the award end date*.

### **No Cost Time Extensions**

No cost time extensions require PCRf prior approval. Requests should be submitted *no less than 30 days prior to the project end date*. Requests must be submitted in writing via email to Jeri Wilson, Executive Director at [jwilson@pcrf-kids.org](mailto:jwilson@pcrf-kids.org) by the institutional official with the award ID number and Principal Investigator name included in the subject line. These requests should include title of the project, a brief report of progress to date, the balance of funds remaining, an explanation of why the extension is necessary and the requested length of the extension.

### **Termination of Award**

Either party may terminate this agreement by providing three months advance written notice to the other party. PCRf may terminate an award in consultation with the PCRf Board.

### **Indemnification**

Grantee shall indemnify, defend, and hold harmless PCRf and its officers, directors, employees, agents, affiliates, successors and assigns, and contractors (collectively, "Indemnified Party") from and against any and all claims, liabilities, damages, losses, costs, expenses, penalties, fines, interest, demands, actions, suits, settlements, awards and judgments, including without limitation reasonable attorneys' fees and costs, incurred by Indemnified Party arising from or relating to (whether or not alleged by a third party): (a) Grantee's performance of the LOA and the policies and procedures set forth in this manual (collectively, the "Obligations") or breach of any of the Obligations; (b) the intentional misconduct or [grossly] negligent acts or omissions of Grantee, its employees, agents, contractors, or consultants in connection with the performance of the Obligations; or (c) any failure by Grantee, its employees, agents, contractors, or consultants to comply with any applicable federal, state, or local laws, regulations, or codes in the performance of the Obligations. This provision shall survive the termination of this Agreement.

## **Sale or Transfer of Technology**

Should the Grantee sell, license or transfer the technology or intellectual property developed under this Grant, PCRf shall be entitled to compensation paid to the Grantee organization as a result of the sale, license, or transfer. Grantee institution agrees to compensate PCRf 30% of compensation paid to the Grantee organization as a result of the sale, license, or transfer.

## **Transfers**

If a Primary Investigator grantee transfers or terminates from his sponsoring institution during the course of the grant award period, the grant will immediately terminate, and can be only be transferred to another institution with the written approval of PCRf's Scientific Committee and Board of Directors. The transfer, if approved, will require a close out financial report from the original institution. The new institution will be required to submit an official request along with a cost category budget to be reviewed and approved by PCRf's Scientific Committee prior to commencement of this research project at the new institution.

## **Questions and additional Information**

If you have any additional questions or need more information after review this manual, please feel free to contact us. Questions related to the grants process should be sent to [jwilson@pcrf-kids.org](mailto:jwilson@pcrf-kids.org).