

# 2016 PANCREATIC CANCER ACTION NETWORK – NCI, FREDERICK NATIONAL LABORATORY FOR CANCER RESEARCH AWARDS



## KRAS FELLOWSHIP AND TRAVEL SCHOLARSHIP

Guidelines and Application Instructions

Frederick National Laboratory  
for Cancer Research

PANCREATIC  
CANCER  
ACTION  
NETWORK

SM

# CONTENTS

## I. GUIDELINES

- 1 **Background**
- 2 **Option A: KRAS Fellowship**
  - 2 Applicant eligibility
  - 2 Project eligibility
  - 3 Use of funds
- 3 **Option B: KRAS Travel Scholarship**
  - 3 Applicant eligibility
  - 4 Project eligibility
  - 4 Use of funds
- 5 **Evaluation of Applications**

## II. APPLICATION INSTRUCTIONS

- 6 **Application Procedures**
- 7 **Getting Started in proposalCENTRAL**
- 7 **Completing the Application**
- 12 **Submitting the Complete Application**
- 13 **Changing Your Application**
- 14 **Inquiries**

## Please direct questions to:

Pancreatic Cancer Action Network – Research Grants Department  
1500 Rosecrans Avenue, Suite 200 | Manhattan Beach, CA 90266  
Office (310) 725-0025 | grants@pancan.org







MORE THAN  
**30%**

OF ALL HUMAN CANCERS  
ARE DRIVEN BY MUTATIONS OF

**RAS GENES**

**RAS MUTATIONS**

IN HUMAN CANCERS

	PANCREAS – KRAS	95%
	COLORECTAL – KRAS	45%
	LUNG – KRAS	35%
	AML – NRAS	30%
	MELANOMA – KRAS	15%
	BLADDER CANCER – NRAS	15%

“RAS ONCOGENES ARE  
THE **WORST** ONCOGENES.”

— Dr. Frank McCormick,  
RAS National Program Advisor

*Reproduced with permission from NCI, FNLCR.*

# I. GUIDELINES



KRAS Protein. Reproduced with permission from NCI, FNLCR.

## BACKGROUND

The Pancreatic Cancer Action Network and the National Cancer Institute (NCI) Frederick National Laboratory for Cancer Research (FNLCR) have joined together to award two Fellowships and two Travel Scholarships to support research projects that are directly relevant and applicable to pancreatic cancer and KRAS and that align with the RAS Initiative that is being spearheaded by FNLCR.

The Pancreatic Cancer Action Network has a competitive Grants Program that funds the most promising and meritorious research on pancreatic cancer. The organization's grantmaking strategy recognizes the continued need to build the pipeline of researchers dedicated to studying pancreatic cancer and the urgency to accelerate scientific and medical breakthroughs that benefit patients. Early-career grants are awarded to attract new researchers to the field, and translational and clinical grants support research that is well poised for next steps and that has the potential to drive better detection and treatment options into clinical practice. With the guidance of its Scientific and Medical Advisory Board, in February 2011 the Pancreatic Cancer Action Network adopted the bold goal to double pancreatic cancer survival by the year 2020.

In 2013, the NCI established the RAS Initiative, which aims to discover new therapeutic interventions against RAS-driven cancers. RAS genes code for a set of proteins that are instrumental in cellular signaling and, when mutated, permit uncontrolled cellular proliferation in several malignancies. KRAS is the most commonly mutated RAS gene and is involved in more than 90 percent of pancreatic cancer cases.

FNLCR, the only U.S. national laboratory dedicated exclusively to biomedical research, is serving as the "hub" of the RAS Initiative and is connecting scientists there with investigators studying RAS at NCI's intramural laboratories and in the "spokes" of academic institutions, the pharmaceutical industry and biotech companies. The RAS Initiative involves six priority research areas: Structural Biology and Biochemistry, Assays, Biology of Mutant Cells Lines, Pathway Analysis, Cell-Surface Analysis and Reference Reagents.

The KRAS Fellowships and Travel Scholarships are designed to support researchers in the "spokes" who are studying cutting-edge ideas that integrate with the RAS Initiative and can benefit from resources and collaborations at FNLCR.

**KRAS Fellowships** are available to postdoctoral or clinical research fellows to support KRAS research that is directly applicable and relevant to pancreatic cancer with aims aligned with the **Structural Biology and Biochemistry** priority area of the RAS Initiative. (For additional details on this priority area, go to <http://www.cancer.gov/research/key-initiatives/ras/ras-projects-hub/structural-biology>.)

**KRAS Travel Scholarships** are available to researchers at any career stage at or after the postdoctoral level to provide travel support to visit FNLCR to pursue KRAS research that is directly applicable and relevant to pancreatic cancer and is compatible with **one or more of the six priority areas** of the RAS Initiative. (For additional details on these priority areas, go to <http://www.cancer.gov/research/key-initiatives/ras/ras-projects-hub>.)



***The deadline for submitting an application is Friday, November 6, 2015, at noon Eastern Time. Funding decisions will be available February 2016.***

## OPTION A: KRAS FELLOWSHIP



*\$45,000 in  
research funding*



*\$5,000 in travel support  
plus housing to FNLCR*



*Grant Term: April 1, 2016  
– March 31, 2017*



*Guest researcher  
status at FNLCR*

The KRAS Fellowship provides \$45,000 in research funding over a one-year period. The grant term begins on April 1, 2016, and concludes on March 31, 2017. In addition to the research grant, Fellows are provided with \$5,000 in travel support plus housing to visit FNLCR. During the grant term, Fellows are given guest researcher status at FNLCR and are trained and granted access to onsite technology to support their funded research. They also receive support from the RAS Initiative team in planning experimental approaches for their funded project, mentorship from the RAS Initiative leadership, and opportunities to participate in scientific lab meetings and workshops and to forge collaborations with other RAS researchers. Fellows also attend the Pancreatic Cancer Action Network's Annual Scientific Meeting (scheduled for August 18–21, 2016, and dates to be determined in 2017). This meeting brings together grant recipients and members of the organization's Scientific and Medical Advisory Board for research feedback, knowledge exchange, mentorship and collaboration. Support for travel to the annual meeting is provided separate from the Fellowship grant.

### Applicant eligibility

By January 1, 2016, applicants for a KRAS Fellowship must:

- Hold a medical and/or doctoral degree (including PhD, MD, DO, PharmD or equivalent doctoral degree) in the biomedical sciences or in a field applicable to health science research
- Be in a postdoctoral fellowship, clinical research fellowship or the equivalent position
- Work under the auspices of a mentor at an academic, medical, or research institution within the United States

There is no limit on the length of time an applicant has been in a fellowship. Investigators who believe they are at the level of a postdoctoral or clinical research fellow, but who hold a different title (e.g., MD with an instructor title), may be eligible to apply and should contact the Pancreatic Cancer Action Network at [grants@pancan.org](mailto:grants@pancan.org) before submitting an application.

While there are no citizenship requirements, by submitting an application for this grant, applicants who are not U.S. citizens or permanent residents assert that their visa status will provide sufficient time to complete the project and the grant term within the United States.

Employees or subcontractors of a government or for-profit entity are not eligible to apply. Neither is the Scientific Review Committee or members of their labs.

Applicants may submit only one application for the KRAS Fellowship. They may not also apply for a KRAS Travel Scholarship (since travel support to FNLCR is already provided to Fellows). However, they are allowed to apply for a 2016 Pancreatic Cancer Action Network – AACR Pathway to Leadership Grant if they meet the requirements (see grant guidelines at [www.pancan.org/2016grants](http://www.pancan.org/2016grants)). Those submitting applications for these two different grants are eligible to receive only one of them.

### Project eligibility

Proposed projects must focus on pancreatic cancer and fall within the **Structural Biology and Biochemistry** project area of the RAS Initiative. Included are projects that aim to determine the protein structure of KRAS mutations relevant to pancreatic cancer; identification and investigation of potential drug binding pockets to modulate oncogenic KAS mutation activity or to favorably alter interaction with important binding pockets; biophysical and biochemical inquiries into KRAS-membrane interaction and the related post-translational modifications and processing; and tools and strategies to assay and alter KRAS, mutant KRAS and/or KRAS-effector activity and function contributing to the initiation and progression of pancreatic cancer.

Examples of projects that could benefit from funding through this grant mechanism include:

- Structure-based drug design
- KRAS, mutant KRAS and/or KRAS-effector crystallization
- Biophysical and biochemical characterization of KRAS-membrane interaction
- Biochemical analysis of processed KRAS and its effect on membrane localization
- Characterization of mutations such as G12D and/or G12V in human tumor cells via mass spectrometry
- Development of KRAS, mutant KRAS or KRAS-effector protein analyses and activity assays
- Development of modulators of KRAS-effector interactions

Note that the above are examples and applications for the KRAS Fellowship are not restricted to conform to these scenarios as long as the proposed investigations fall within the Structural Biology and Biochemistry project area.

## Use of funds

The KRAS Fellowship supports direct research expenses, including salary and benefits of the grantee, laboratory supplies, equipment (maximum of 10 percent of grant), consultant fees and publication charges for manuscripts that pertain directly to the funded project. Travel expenses should not be included in the proposed project budget, since these funds are allocated separately from the grant for activities pre-approved by the Pancreatic Cancer Action Network and FNLCR.



 **\$12,000 in travel support**

 **Award term: March 1, 2016  
- February 28, 2017**

 **Guest researcher status  
at FNLCR**

## OPTION B: KRAS TRAVEL SCHOLARSHIP

The KRAS Travel Scholarship provides \$12,000 in travel support to visit FNLCR to pursue research that is directly applicable and relevant to pancreatic cancer and KRAS and that is aligned with one or more of the six priority areas of the RAS Initiative. The proposed project should be part of a broader funded research program that would benefit from the resources, capabilities and collaboration available at FNLCR.

The KRAS Travel Scholarship is for the period March 1, 2016 to February 28, 2017. It provides reimbursement for travel, housing and meals while visiting FNLCR to pursue the proposed project. During the period of the KRAS Travel Scholarship, the selected recipients will be given guest researcher status at FNLCR and will be granted access to FNLCR equipment and technology, reagents and other research supplies at no cost to support their KRAS-pancreatic cancer research. They also will receive technical support and counsel from the RAS Initiative leadership and team and will participate in lab meetings, seminars and other educational activities.

## Applicant eligibility

By January 1, 2016, applicants for a KRAS Travel Scholarship must:

- Hold a medical and/or doctoral degree (including PhD, MD, DO, PharmD, or equivalent doctoral degree) in the biomedical sciences or in a field applicable to health science research
- Be at any career stage at or after the postdoctoral level
- Be affiliated with an academic, medical or research institution within the United States

While there are no citizenship requirements, by submitting an application for this award, applicants who are not U.S. citizens or permanent residents assert that their visa status will provide sufficient time to complete the project and the award term within the United States.

Employees or subcontractors of a government or for-profit entity are not eligible to apply. Neither is the Scientific Review Committee or members of their labs.

Applicants may submit only one application for a KRAS Travel Scholarship and may not also apply for a KRAS Fellowship. However, applications will be accepted for other Pancreatic Cancer Action Network grants. For a listing of other grant mechanisms, see [www.pancan.org/2016grants](http://www.pancan.org/2016grants).

## Project eligibility

Applicants must propose a research project to pursue at FNLCR that focuses on KRAS and pancreatic cancer and that aligns with one or more of the six priority areas that the RAS Initiative addresses. The RAS Initiative involves research in a wide range of scientific and biomedical disciplines designed to advance understanding of the biochemical, biophysical, structural and cell-biological attributes of wild type and mutant RAS proteins, their effectors and downstream signaling pathways. Travel support will be provided to pursue a project that contributes to an existing area of investigation and/or applies and supports the use of cutting-edge experimental tools that are available at FNLCR. Areas of investigation may include, but are not limited to:

- Expression and purification of processed KRAS 4b
- Biochemical and cellular assays to screen for RAS inhibitors
- High-resolution microscopy and cellular imaging techniques, including PALM/Storm, FRET-FCS, FLIM, FFS, BRET, confocal microscopy, live-cell imaging and high-content imaging
- Mass spec-based proteomics
- Biochemical and biophysical characterization of RAS signaling components using mass spectrometry, surface plasmon resonance and dynamic light scattering
- Bioinformatics and data mining

## Use of funds

Reimbursement will be provided for reasonable and customary travel expenses to visit FNLCR to conduct the proposed research. Funds can be used for air travel, ground transportation, lodging and meals to visit FNLCR. The travel scholarship can support one extended visit or multiple short trips to FNLCR.



*NCI, Frederick National Laboratory for Cancer Research facility in Frederick, MD. Reproduced with permission from NCI, FNLCR.*

## EVALUATION OF APPLICATIONS

The KRAS Fellowships and Travel Scholarships will be awarded using a competitive, rigorous peer-review process that is coordinated by the Pancreatic Cancer Action Network and FNLCR. Applications will be evaluated by a Scientific Review Committee composed of scientists who are respected for their accomplishments in RAS research and/or pancreatic cancer research. A NIH-based scoring system will be used to help determine funding decisions.

The committee will consider the following criteria when reviewing applications:

### Alignment with RAS Initiative

- How compatible is the proposed project with the RAS Initiative (and in the case of the KRAS Fellowship, with the Structural Biology and Biochemistry project area), and will it significantly contribute to the impact of the initiative?
- Are there opportunities to leverage the proposed project with other priority work underway in the larger RAS community?
- How much will the proposed project benefit from the resources and collaborations that are available at FNLCR?

### Project proposal

- Is the proposed project of high scientific merit?
- Are the conceptual framework, design and methods adequate and appropriate to the aims of the project?
- Is the proposed work feasible and achievable within the award term?
- Does the project have the potential to lead to breakthroughs and benefit pancreatic cancer patients?

### Applicant

- Does the applicant have a strong academic background and research training to ensure successful implementation of the proposed project?
- Will the association with the RAS Initiative and the training that occurs at FNLCR benefit the applicant?
- If the applicant is an early-career investigator, does it appear that he or she has the potential to develop as an independent and productive researcher?

### Institutional environment

- In the case of the KRAS Fellowship, is there evidence that the institution will provide the support and needed resources for the applicant to complete the proposed project?
- In the case of the KRAS Travel Scholarship, is the institutional environment conducive to the success of the applicant's broader research program in KRAS and pancreatic cancer?

The following additional evaluation criterion will be used for applicants who are postdoctoral/clinical research fellows:

### Mentor

- Does the mentor have a reputable track record in RAS research and the necessary skills and expertise to successfully supervise the proposed project?
- Does a record of mentorship exist, and is there evidence of a commitment to the applicant and to the proposed project?

# II. APPLICATION INSTRUCTIONS

## APPLICATION PROCEDURES

Applications must be submitted by noon Eastern Time on Friday, November 6, 2015, using the proposalCENTRAL website at <https://proposalcentral.altum.com>.

To submit a complete application, applicants need to enter information directly into the online application platform as well as upload a number of documents. The following instructions provide details about information that needs to be entered and the materials that need to be uploaded. The section numbering in the table below corresponds with the section number of the online application.

	<b>Instructions/ proposalCENTRAL Section</b>
<b>INFORMATION TO BE ENTERED DIRECTLY INTO proposalCENTRAL</b>	
Title Page	1
Applicant Information	4
Institution & Contacts	5
Scientific Abstract	7
Organizational Assurances	8
<b>TEMPLATES TO BE DOWNLOADED, COMPLETED AND UPLOADED</b>	
Research Project Proposal Template	9.A
Funding Sources Template	9.B
Budget and Budget Narrative Template	9.C
<b>NON-TEMPLATE MATERIALS TO BE UPLOADED</b>	
Applicant's Biographical Sketch	9.D
Primary Mentor's Biographical Sketch (required for applicants in postdoctoral positions)	9.E
Letter of Reference (from primary mentor or department chair)	6
<b>MATERIALS TO BE DOWNLOADED, PRINTED, SIGNED, SCANNED AND UPLOADED</b>	
Signed Acknowledgment of KRAS Fellowship Terms and Conditions (required with KRAS Fellowship applications)	9.F
Application Signature Pages	9.G/12



## GETTING STARTED IN proposalCENTRAL

**If you are a new user of proposalCENTRAL**, follow the “REGISTER” link and complete the registration process. After you register, complete your Professional Profile (green tab, second tab from the left) before starting an application.

**If you are already registered with proposalCENTRAL**, access the site and log in with your Username and Password. If you have forgotten your password, click on the “Forgot your password?” link. Supply your User ID or e-mail address in the space provided; your password will be sent to you by e-mail.

**To start an application**, select the “Grant Opportunities” tab (gray tab furthest to the right). A list of applications will be displayed. Find the “**Pancreatic Cancer Action Network – NCI, Frederick National Laboratory for Cancer Research KRAS Awards**” and click the “Apply Now” link (second-to-last column) to create your application.

Complete all fields in the application and all templates that are provided. Upload all requested documents in portable document format (PDF). For more information, see the proposalCENTRAL FAQ section, <https://proposalcentral.altum.com/FAQ/FrequentlyAskedQuestions.asp>.



*If you have any difficulties registering, logging in or creating your application, contact proposalCENTRAL Customer Support:  
Phone: (800) 875-2562 or (703) 964-5840 E-mail: [pcsupport@altum.com](mailto:pcsupport@altum.com)*

## COMPLETING THE APPLICATION

The following information is required to submit a complete application. Numbers correspond to the application sections found on the left side of the proposalCENTRAL application webpage.

- 1. Title Page.** Enter the title of the proposed research project directly into the proposalCENTRAL system. The title is limited to no more than 75 characters in length (including spaces). Do not use abbreviations. A project title must be entered and saved before additional sections may be accessed. Also complete the other required (\*) items on this page.
- 2. Download Templates & Instructions.** The Guidelines and Application Instructions document, the KRAS Fellowship Terms and Conditions, and all templates can be downloaded from this page.

**For a KRAS Fellowship**, the last page of the KRAS Fellowship Terms and Conditions must be signed by the applicant and included in the application.

**For a KRAS Fellowship and a KRAS Travel Scholarship**, the following three templates must be downloaded and completed: Research Project Proposal, Funding Sources, and Budget and Budget Narrative.

- Click the “Download” link to save each of the templates to your computer.
- Use your word-processing software (e.g., MS Word) to complete the templates, and then convert the templates to PDF format. You do not need to be connected to the internet or proposalCENTRAL while working on the templates.
- Upload the completed template files to your online application.

See below on page 12 in the Application Instructions for how to complete and upload the templates.

The following additional attachments, for which a template is not provided, are also required: Applicant’s Biographical Sketch, Letter of Reference, and if an applicant is a postdoctoral/clinical research fellow, the Primary Mentor’s Biographical Sketch.

- 3. Enable Other Users to Access this Proposal.** Optional.
- 4. Applicant Information.** Enter information for the applicant directly into the proposalCENTRAL system. Applicants are required to update their Professional Profile, including their other support and publications.
- 5. Institution & Contacts.** Enter information regarding the applicant's institution and the designated signing official directly into the proposalCENTRAL system. If the applicant is a postdoctoral/clinical research fellow, also enter information on the primary mentor directly into the proposalCENTRAL system. For applicants in independent research positions (junior and senior faculty), enter information on the department chair.
- 6. Letter of Reference.** A Letter of Reference must be submitted. If the applicant is a postdoctoral/clinical research fellow, the letter should be submitted by the primary mentor. Applicants who are independent investigators must have their department chair submit a letter. The letter should address how the applicant will benefit from coordinating their proposed project with the RAS Initiative and the resources and collaborations they can access at FNLCR; merits of the proposed project; qualifications of the applicant; and the institutional support that is available to ensure successful completion of the proposed project.

Enter directly into the proposalCENTRAL system the e-mail address of the person submitting the Letter of Reference. Enter the e-mail address again to confirm, and click "Add." If the e-mail address for the reference is in the proposalCENTRAL system, you will be prompted to "Send E-mail" to the person. If the e-mail address for the reference is not in the proposalCENTRAL system, you will be prompted for the person's first and last name before being prompted to "Send E-mail."

The e-mail sent to the reference will contain instructions and a link to upload the Letter of Reference directly to the application. As the Letter of Reference is uploaded directly to the proposalCENTRAL application by the person giving the reference, this letter must be uploaded **before** the application can be submitted. Applications cannot be submitted without the Letter of Reference. Applicants can view the letter submission status by returning to proposalCENTRAL's Letter of Reference section.

- 7. Scientific Abstract.** Enter the abstract directly into the proposalCENTRAL system. The abstract should be limited to 3,000 characters (including spaces) and must provide a concise and comprehensive overview of the research background, aims, study design and methods, alignment with the RAS Initiative, relevance to pancreatic cancer and expected accomplishments.

**Note:** The proposalCENTRAL system does not lock the scientific abstract field after 3,000 characters have been entered. To ensure that your abstract does not exceed the character limit, before proceeding to the next section click the red "Save" button at the top or bottom of the screen. If the scientific abstract is too long, you will receive an error message at the top of the page.

From the list provided, select the primary and, if applicable, secondary research areas that best describe the proposed project.

- 8. Organizational Assurances.** Select the appropriate assurances options for your proposed research and complete the Approved or Pending Date field as appropriate (i.e., mm/dd/yyyy, N/A, or None). If a grant is awarded, IRB and/or IACUC approval (if applicable) must be submitted in writing to the Pancreatic Cancer Action Network's Research Grants Department.

- 9. Application Documents.** Formatting instructions:

- **Type size.** 12-point Times New Roman for the text, and no smaller than 9-point type for tables, figures or other images, if included.
- **Line Spacing.** Single-spaced format, and indent to begin new paragraphs.

- **Margins.** Page margins no less than 0.75 inches on each side.
- **Instructions for inserting images.**
  - Should be included on a very selective basis and only if critical to the application. Images count toward the 3-page limit of the Proposal Narrative.
  - Reduce the file size of documents with images by “inserting” the image (as opposed to “cutting” and “pasting”). Save graphical images as a JPG or GIF file. Insert the image into the document by selecting “Insert – Picture – From File” from the MS Word menu.
  - Insert only GIF or JPG graphic files as images in your Word document.
  - Do not insert Quick Time or TIFF objects into your document.
  - Anchor the images that are embedded in the document.
  - Once the inserted image is anchored, format the text to wrap around the image.
  - Do not edit images in Word. Use a graphics program.
  - Do not embed images in tables, text boxes and other form elements.
  - Do not add annotations over the images in Word. Add annotations to the images itself in a graphics program.

## Using the templates where provided, prepare and upload the following documents into your application in portable document format (PDF):

- A. Research Project Proposal.** Complete in the template available from the proposalCENTRAL website. (Refer above on page 7, Section 2, in the Application Instructions for details.) The information must be presented in this order:
- 1. Application Classification.** Select the type of award you are applying for and the priority project area(s) of the RAS Initiative it aligns with.
    - A. For Award Type,** select either KRAS Fellowship or KRAS Travel Scholarship. (Applicants can apply for only one of these awards.)
    - B. For Priority Project Area,** select the area(s) of the RAS Initiative that is best aligned with your proposed project: Structural Biology and Biochemistry, Assays, Biology of Mutant KRAS Cells Lines, Pathway Analysis, Cell-Surface Analysis and Reference Reagents. **Note: Projects proposed for the KRAS Fellowship must correspond to Structural Biology and Biochemistry.**
  - 2. Lay Abstract.** This abstract, limited to 3,000 characters (including spaces) should be different from the scientific abstract described on page 8, Section 7, in the Application Instructions. Please make sure to use language suitable for a **non-scientific audience** and provide a clear, concise and comprehensive overview of the proposed work. Do not use abbreviations. Summarize the research background of the proposed project, its aims, its study design, how it integrates with and benefits from the RAS Initiative (and in the case of the KRAS Fellowship, specifically with the Structural Biology and Biochemistry project area), and how it will help pancreatic cancer patients in the future.

**3. Proposal Narrative.** Limited to 3 pages, **including** tables, figures or other images.

**For a KRAS Fellowship**, the narrative must be presented in the following order:

1. Background/Foundational Research
2. Project Aims
3. Research Design and Methods
4. Expected Accomplishments
5. Value of Aligning with the RAS Initiative.

**For a KRAS Travel Scholarship**, the narrative must be presented in the following order:

1. Current Research Program on KRAS and Pancreatic Cancer
2. Research Plans and Technical Challenge(s) to Pursue at FNLCR
3. Expected Accomplishments
4. Expected Benefits of the Travel Scholarship.

**Note: If the proposed project will include the use of cell lines, it is recommended that plans for cell line authentication be addressed in the Proposal Narrative. For more information, visit the International Cell Line Authentication Committee: <http://iclac.org>. A list of cell line authentication services is available at: [http://www.acrjournals.org/site/AuthServCtr/cell\\_line\\_auth.xhtml](http://www.acrjournals.org/site/AuthServCtr/cell_line_auth.xhtml).**

**4. References.** Limited to 1 page, references must be listed as FULL CITATIONS. Each citation must include names of all authors, publication title, journal or book title, volume number, page numbers and year of publication.

**B. Funding Sources.** Complete on the template available from the proposalCENTRAL website. (Refer to page 7, Section 2, in the Application Instructions for details.) List all secured and pending funding for the applicant during the term of the award, regardless of the project focus and whether or not the applicant is the Principal Investigator. For a KRAS Fellowship, the award term is April 1, 2016 – March 31, 2017; for a KRAS Travel Scholarship, March 1, 2016 – February 28, 2017.

- Name of principal investigator
- Funding organization
- Type of grant/funding
- Project title
- Grant term
- Amount of funding
- % Effort of applicant
- Specific aims as stated in grant

**For a KRAS Fellowship**, at any time prior to being notified of the funding decision for this award, if an applicant is advised of being awarded funding that may overlap with the project proposed in this application, the applicant must immediately notify the Pancreatic Cancer Action Network.

**C. Budget and Budget Narrative.** Complete on the template available from the proposalCENTRAL website. (Refer above on page 7, Section 2, in the Application Instructions for details.)

- 1. The KRAS Fellowship** provides \$45,000 over a one-year period, April 1, 2016, to March 31, 2016, to support direct research costs, including salary and benefits for the grantee, laboratory supplies, third-party consultant fees, equipment (not to exceed 10 percent of grant) and publication charges for manuscripts that pertain directly to the funded project.

Indirect costs, tuition, professional membership dues, general office supplies, institutional administrative charges (e.g., telephone, other electronic communication, IT network), pre-award charges and any other expenses not directly related to the proposed project are **not** allowable expenses.

Do not allocate funds from the grant for travel to FNLCR or for the Pancreatic Cancer Action Network's Annual Scientific Meeting. Travel support for approved events are provided separately from the grant. In addition, no grant funds may be directed to any government or for-profit entity.

In the **Budget Narrative**, specify: (1) the percent effort to be allocated by the applicant to the proposed project; (2) total annual salary of the applicant for April 1, 2016, to March 31, 2017 (if any part of the applicant's salary is requested to be funded by the 2016 KRAS Fellowship, the amount requested must correspond with the percent effort indicated); (3) in no more than one-half page, the expenses requested from the KRAS Fellowship.

2. **The KRAS Travel Scholarship** provides \$12,000 in travel reimbursement over a one-year period, March 1, 2016, to February 28, 2017, to visit FNLCR to pursue the proposed project. Eligible expenses include air travel, ground transportation, lodging and meals. The Travel Scholarship can be used to reimburse one extended visit or multiple short trips to FNLCR. Reimbursement is disbursed within 30 days of receipt and approval of eligible expenditures. All original receipts must be submitted to be considered for reimbursement.

Reimbursement will be provided for coach-class air travel. If limousine or private sedan services are utilized, an allowance based on estimated taxi fees for a similar distance will be used to determine reimbursement. If a personal vehicle is used, parking fees, tolls and mileage at the IRS rate will be eligible for reimbursement. The maximum per diem meal allowance is \$75.

In the **Budget Narrative**, describe your travel schedule to FNLCR, including expected dates and length of stay.

- D. **Applicant's Biographical Sketch.** The biographical sketch must be in English. The NIH Biographical Sketch Form [PHS 398/2590 (Rev. 06/09)] and [OMB No. 0925-0001/0002 (Rev. 08/12)] are both acceptable. The applicant must adhere to the page limits and requirements specific to the biographical sketch format used (four pages for the Rev. 06/09 format, five pages for the Rev. 08/12 format).
- E. **Primary Mentor's Biographical Sketch.** Applicants who are postdoctoral/clinical research fellows must submit the primary mentor's biographical sketch. The biographical sketch must be in English. The NIH Biographical Sketch Form [PHS 398/2590 (Rev. 06/09)] and [OMB No. 0925-0001/0002 (Rev. 08/12)] are both acceptable. The applicant must adhere to the page limits and requirements specific to the biographical sketch format used (four pages for the Rev. 06/09 format, five pages for the Rev. 08/12 format).
- F. **Signed Acknowledgment of KRAS Fellowship Terms and Conditions: Required for a KRAS Fellowship.** The KRAS Fellowship Terms and Conditions document is downloaded from the proposalCENTRAL application webpage. Applicants for a KRAS Fellowship must remove the final page of the document and sign and date it, acknowledging that they have received and read the document. **A scanned copy of the signed final page must be uploaded** into the online application in the section for attaching files. The terms and conditions of the KRAS Fellowship may be modified or amended by the Pancreatic Cancer Action Network prior to execution of the Grant Agreement.

**G. Application Signature Pages.** Applicants must print the Signature Pages as described in section 12 below and insert the required signature(s).

**For a KRAS Fellowship,** the Signature Pages must be signed by the applicant and the institution's signing official, and then must be scanned and uploaded into the online application.

**For a KRAS Travel Scholarship,** the Signature Pages must be signed by the applicant, and then must be scanned and uploaded into the online application.

**Uploading the attachments into your application.** Once you have converted your attachments to PDF files, the next step is to upload the files into your online application.

- Make certain that the converted PDF files are closed on your computer.
- Open your application and go to the section for attaching files.
- Enter your own description of the file in the "Describe Attachment" field.
- Select the appropriate type of attachment from the drop-down list. NOTE: After selecting attachment type, the screen will show the file types (e.g., PDF, .doc) that are allowed for that type of attachment. Only PDF attachments are permitted for this application submission.
- Click on the "Browse" button to select the file from your computer.
  - A "choose file" dialog box opens for you to search for the template file on your computer's hard disk or local area network.
  - Select the file and click "Open."
  - The file location and name will display in the window adjacent to the "Browse" button.
- Click on the "Upload Attachment" button. You will get a confirmation message on your screen that the file was uploaded successfully. You also will see that your file is now listed in the "Uploaded Attachment" section of the screen. Two links are available in each row of an uploaded attachment: DEL and SHOW. "DEL" allows you to delete the file, if necessary, and "SHOW" opens the uploaded file. **Open and review your uploaded files.**

In the section for attachments, all the required attachments are listed in the middle of the screen, just below where you upload your files. This list helps you track completion and uploading of your required attachments. Once you upload a required attachment, that attachment type will be removed from the required list and will be displayed in the "Current list of uploaded attachments."

If you wish to modify the attached file, make the revisions to your **original** file on your computer (off-line), convert the file to PDF and use the same process above to attach the newly revised file. **Delete any previously submitted versions of the file before submitting your application.**

## SUBMITTING THE COMPLETE APPLICATION

**10. PI Data Sheet.** This is an automatically populated data sheet based on the applicant's proposalCENTRAL profile. Information for gender, race and ethnicity must be provided. If fields are not populated, go to Section 4, Applicant, and select the "Edit Professional Profile" tab in the center of the screen. The applicant must then go to the column on the

left side of the screen, select “4) Personal Data for Application” and enter his or her gender, race, and ethnicity. The Scientific Review Committee does not receive this information.

**11. Validate.** Validate the application on proposalCENTRAL. This is an essential step. “Validate” checks for required data and required attachments. You will not be able to submit the application if all the required data and attachments have not been provided.

**12. Signature Pages and Print Application.** After completing sections 1, 4, 5, 7 and 8 of the electronic application (these sections also correspond to the sections of the Application Instructions), you may print the Signature Pages. Use the “Print Signature Pages” print button. Click this button to print the Signature Pages for signatures.

**Note:** Data that you entered in sections 1, 4, 5, 7 and 8 of the online application are automatically included in the Signature Pages. If information is missing in the Signature Pages, it could be because you have not entered the information in one of the proposal sections OR because the information is not required for this awards program. If the institution’s Employer Identification Number (EIN) is not completed on the Signature Pages, please request your institution to provide that information in their proposalCENTRAL profile.

The print option “Print Signature Pages” prints the Signature Pages, Application Contacts and Scientific Abstract. If you wish to review the application in its entirety, select the “Print Signatures Pages and Attached PDF Files” option.

**Obtain required signatures.** The Pancreatic Cancer Action Network requires that the completed application and Signature Pages with original required signature(s) be uploaded into the Application Documents.

**For a KRAS Fellowship,** the Signature Pages must be signed by the applicant and the institution’s signing official.

**For a KRAS Travel Scholarship,** the Signature Pages must be signed by the applicant.

**Upload the signed Signature Pages into the application** in the “9) Application Documents” section. Do not upload the Application Contacts and Scientific Abstract pages with the Signature Pages.

**13. Submit.** After successfully passing the validation check and printing your documents, click the “**Submit**” link. An e-mail will be sent to you confirming your submission.

Once your application is submitted, you may view it by accessing the “Submitted” link under the Manage Proposals tab. The status column will show “Submitted” and the date submitted. You may need to refresh your browser screen after submitting the application to see the updated status.

## CHANGING YOUR APPLICATION

### Withdrawal of application

Please advise the Pancreatic Cancer Action Network promptly, in writing, should you decide to withdraw your application for any reason. Your e-mail (or letter) should include your name, the type of award you applied for, the title of the proposal and the reason for withdrawal.

### Change of address

Notify the Pancreatic Cancer Action Network in writing of any changes of address, e-mail or phone number, following the submission of an application. Include your name and the application number.

### Change of institution or position

If you change your institution or professional position, contact the Pancreatic Cancer Action Network to determine whether your application is still eligible for funding consideration.

# INQUIRIES

Inquiries or technical issues regarding proposalCENTRAL and the online application process should be directed to customer support at (703) 964-5840, or toll free at (800) 875-2562, or by e-mail at [pcsupport@altum.com](mailto:pcsupport@altum.com).

Inquiries about the award guidelines and application materials should be directed to the Pancreatic Cancer Action Network at [grants@pancan.org](mailto:grants@pancan.org) or (310) 725-0025. Contact person: Rhonda Aizenberg, PhD, Director, Research Grants Department.

