2022
PANCREATIC CANCER ACTION NETWORK

CAREER DEVELOPMENT AWARD

Program Guidelines and Application Instructions

PANCREATIC CANCER ACTION NETWORK ®

CONTENTS

I. GUIDELINES

II. APPLICATION INSTRUCTIONS

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PANCREATIC CANCER HAS THE LOWEST FIVE-YEAR RELATIVE SURVIVAL RATE OF ALL MAJOR CANCERS

5-YEAR SURVIVAL 10%

ADVANCE RESEARCH. SUPPORT PATIENTS. CREATE HOPE.

I. GUIDELINES

BACKGROUND AND SUMMARY

The Pancreatic Cancer Action Network's (PanCAN) competitive Grants Program funds promising and meritorious research on pancreatic cancer. The organization's grantmaking strategy recognizes the need to maintain a pipeline of researchers dedicated to studying pancreatic cancer and acknowledges an urgency to accelerate scientific and medical breakthroughs that benefit patients. Early career grants are awarded to attract researchers to the field of pancreatic cancer, and translational and clinical grants support research that is well positioned for next steps and has the potential to drive improvements in clinical practice and patient outcomes.

The Pancreatic Cancer Action Network **Career Development Award** represents an effort to encourage and support junior faculty to conduct pancreatic cancer research and establish successful career paths in this field. The grants provide $250,000 over two years for junior investigators that have yet to secure their first major research funding. The research proposed for funding may be basic, translational, clinical or epidemiological in nature and must have direct applicability and relevance to pancreatic cancer. Special consideration will be given to understudied areas in pancreatic cancer research, minority researchers, and research focused on cancer health disparities.

It is anticipated that three grants will be funded.

Grant recipients not only receive financial support for their research, but also join the *Community for Progress* built by PanCAN. This mentorship program connects grantees with leading scientists in the field. Ongoing career support activities offer opportunities for education and professional development to help keep the community of researchers committed and involved. The *Community for Progress* is a growing, robust and collaborative research community that is dedicated to changing the course of history for pancreatic cancer.

IMPORTANT DATES

Applications are due on October 25, 2021, by midnight Eastern Standard Time.

Funding decisions are anticipated by May 2022.

Start of grant term is July 1, 2022.

Grant recipients are expected to attend the PanCAN Annual Scientific Summit. The meeting location and dates are to be determined.

APPLICANT ELIGIBILITY

Applicants must have a doctoral degree (including PhD, MD, DO, DC, ND, DDS, DVM, ScD, DNS, PharmD or equivalent) in the biomedical sciences or in a field applicable to health science research and may not currently be a candidate for a further doctoral degree.

At the start of the grant term on July 1, 2022, applicants must:

- Hold a faculty position with the title of assistant professor, instructor, research assistant professor or the equivalent.

    - Applicants that have progressed to associate professor appointments are <u>not</u> eligible.

    - If eligibility is based on a future position, the position must be confirmed at the time of application and <u>cannot</u> be contingent upon receiving this grant.

    - If the future position is at a different institution than the applicant's current institution, the applicant must contact PanCAN's Research Grants Department at grants@pancan.org **before** submitting their application for information on additional verification materials/signatures that may be required.

- Have completed their most recent doctoral degree **within the past 11 years** (i.e., degree cannot have been conferred **before** July 2, 2011; the formal date of receipt of doctoral degree is the date the degree was conferred, as indicated on their diploma and/or transcript).

    - Applicants with a medical degree must have completed their most recent doctoral degree or medical residency – whichever date is later – within the past 11 years (time spent in medical specialty or subspecialty training is not considered part of medical residency and will be counted within the 11-year window).

    - An exception to the 11-year window may be granted for parental leave or other well justified leave from research for pressing personal or family situations of generally less than 12 months duration. Applicants whose experience exceeds the maximum of 11 years but who believe they are eligible (e.g., maternity/family leave) must contact PanCAN's Research Grants Department at grants@pancan.org **before** submitting their application to verify their eligibility.

- Have **independent laboratory** space as confirmed by their institution in the *Letter of Institutional Support.*

- Work at an academic, medical or research institution **within the United States**; there are no citizenship requirements. However, by submitting an application, an applicant who is not a U.S. citizen or permanent resident assures that their visa status will provide sufficient time to complete the project and grant term within the United States.

- <u>Not</u> have currently or previously served as a principal investigator on <u>major</u> research awards or grants (e.g., NIH R00, NIH R01 or equivalent). Applicants who are/were principal investigators on major grants are considered to have already received funding to catalyze their careers and are <u>not</u> eligible to apply.

    - Training grants and other mentor-linked funding are not considered independent funding.

- Employees or subcontractors of a U.S. government entity or for-profit private industry are not eligible.

- For questions regarding eligibility, contact PanCAN's Research Grants Department at grants@pancan.org before submitting an application.

RESEARCH PROJECT CRITERIA

Research projects must have **direct** applicability and relevance to pancreatic cancer. They may be in any discipline of basic, clinical, translational or epidemiological research, and fall within at least one of the categories of the Common Scientific Outline (Biology; Etiology; Prevention; Early Detection, Diagnosis, and Prognosis; Treatment; or Cancer Control, Survivorship, and Outcomes Research [https://www.icrpartnership.org/cso]).

EVALUATION OF APPLICATIONS

Career Development Awards will be awarded using a competitive, rigorous peer-review process. Applications will be evaluated by a Scientific Review Committee appointed by PanCAN's Research Grants Department. The Committee is composed of scientists that are respected for their accomplishments in pancreatic cancer research and viewed as leaders in the field. Patient Research Advocates (PRAs) are also invited to join the Scientific Review Committee to represent the patient perspective.

The Committee will consider the following criteria when reviewing applications:

- *Investigator*

    - Does the applicant have the appropriate training and experience to ensure successful implementation of the proposed project?

    - Has the applicant demonstrated capacity to carry out independent research?

    - Has the applicant demonstrated a career commitment to studying pancreatic cancer?

- *Significance*

    - Is there is a strong scientific rationale for the proposed project?

    - Are there sufficient background and preliminary data to support the significance of the proposed project?

    - Is the proposed project of high quality, and what potential does it have to advance the field of pancreatic cancer research and benefit patients?

- *Approach*

    - Are the overall strategy, design and methodology well reasoned and appropriate to accomplish the specific aims of the project within the grant term?

    - Have possible barriers been anticipated and are solutions and alternative strategies proposed?

    - Are all the needed resources, including drugs and reagents, readily available?

    - Are proposed expenses fully justified and reasonable in relation to the proposed project?

- *Institutional Environment*

    - What evidence is provided of institutional commitment for the scientific development of the applicant?

    - Has the necessary infrastructure for the project been identified and is the environment appropriate and conducive to the success of the project?

II. APPLICATION INSTRUCTIONS

Applications are due by midnight Eastern Standard Time on Monday, October 25, 2021, using the ProposalCentral website at https://proposalcentral.com.

In order to submit an application, applicants need to enter information directly into the online submission 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 numbering in the table below corresponds to the sections found on the left side of the ProposalCentral application webpage and to the sections that follow in the Application Instructions.

Information to be entered directly into ProposalCentral	Instructions/ ProposalCentral Section
Title Page	1. Title Page
Enable Other Users to Access this Proposal (optional)	3. Enable Other Users to Access this Proposal
Contact PI (Applicant) Information	4. Applicant
Institution and Contacts	5. Institution and Contacts
Project Team	6. Project Team
Scientific Abstract	7. Scientific Abstract
Budget	8. Budget
Budget Summary and Justification	9. Budget Summary and Justification
Secured and Pending Support	10. Secured and Pending Support
Organizational Assurances	11. Organizational Assurances
Templates to be downloaded, completed and uploaded	
Download templates:	
• Project Proposal Template	
• Project Milestones and Timeline Template	2. Download Templates and Instructions
Upload documents:	
• Project Proposal (six-page Project Narrative)	
• Project Milestones and Timeline	
• Biographical Sketch of the Applicant	
• Letter of Institutional Support	
• Application Signature Pages (section 14)	
• Other Materials (optional)	12. Application Documents
Other sections to be completed before submission	
PI Data Sheet	13. PI Data Sheet
Validate	14. Validate
Print Signature Pages and Application	15. Print Signature Pages and Application
Submit	16. Submit

GETTING STARTED IN PROPOSALCENTRAL

If you are a new user of ProposalCentral, follow the "REGISTER" link and complete the registration process. After you click the "Create an Account Now" button, complete your Professional Profile (fourth 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 Username/Password?" link. Supply your User ID or email address in the space provided; your password will be sent to you by email.

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 Career Development Award** 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 under the "Help" link at the top right of the page.

*Important note: To ensure your PDF files upload in their entirety, please avoid: replacing files multiple times, using files that were once password-protected or encrypted and combining multiple scanned documents or files into one PDF. Review your full application before submitting to check that all pages of your PDF files are displaying properly.

If you have difficulty registering, logging in or creating your application, contact ProposalCentral Customer Support. Phone: (800) 875-2562 or (703) 964-5840; Email: pcsupport@altum.com.

COMPLETING AND SUBMITTING 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 Template and Instructions.** The Guidelines and Application Instructions document, the Grant Agreement Terms and Conditions, the Project Proposal template and the Project Milestones and Timeline template should be downloaded from this page. Click the "Download" icon to save each of the templates to your computer. See below instructions on how to complete the templates.

3. **Enable Other Users to Access this Proposal.** Optional.

4. **Contact PI (Applicant) Information.** Enter information for the Contact PI directly into the ProposalCentral system. The Contact PI is required to update his/her Professional Profile, including Contact Information, Other Support* and Publications. *The "Other Support" information, including secured and pending support, should be imported into section 9, "Secured and Pending Support" (see below).

5. **Institution and Contacts.** Enter information for the contact PI's institution, post-award contact person and the designated signing official directly into the ProposalCentral system.

6. **Project Team.** Enter information for each member of the Project Team.

7. **Scientific Abstract.** Enter the abstract directly into the ProposalCentral system. The abstract should be limited to 3,000 characters (including spaces) and must be concise and comprehensive. Describe the relevance of the proposed project to pancreatic cancer, the foundational research that has been completed to justify proposed next steps, the practical application that is planned, the specific aims, activities and study design, expected accomplishments by the conclusion of the grant term and how results will contribute to the goal of improving patient outcomes.

   From the list provided, select the primary and, if applicable, secondary Common Scientific Outline code that best describes the proposed project. For additional details about these research categories, see https://www.icrpartnership.org/CSO.

   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, click the red "Save" button at the top or bottom of the screen before proceeding to the next section. If the scientific abstract is too long, you will receive an error message at the top of the page.

8. **Budget.** The Career Development Award provides $250,000 over two years. The Budget should be presented for each year of the grant term ("period"). For each period, please complete:

   - Personnel Costs: Complete Name, Role, Percent Effort, Base Salary, Requested Salary and Requested Fringe. In "Other Role," precisely describe the role the person has on the project.

     No grant funds may be directed toward salary or benefits of any individuals from a U.S. government or for-profit entity, nor for any research expenses related to the project that are incurred by these individuals.

   - Non-personnel Costs: Complete Materials and Supplies, Equipment, Travel, Publication and Other Expenses Costs. For each category, choose a line item category from the dropdown menu.

     Professional membership dues, pre-award charges and any other research-related expenses not directly related to this project are not allowable expenses.

- Indirect Costs: A maximum of 10% of the grant may be used for this purpose. Indirect costs should be part of the total grant amount. No additional funds will be granted for indirect costs.

  Any general office supplies or individual institutional administrative charges (e.g., telephone, other electronic communication, utilities, IT network, etc.) are considered to be part of indirect and are not allowable budget line items.

9. **Budget Summary.** This page contains a summary of the proposed Budget completed in section 8. **At the bottom of the page, provide a budget narrative** in under 5,000 characters that justifies the application budget detailed in section 8. Include subheads for Personnel, Materials and Supplies, Equipment, Travel, Publication and Other Expenses costs.

10. **Secured and Pending Support.** Please add all your existing (active) and pending support. For each entry, select if there is overlap with this application and, if so, provide a description of the overlap. To add Support entries, please follow the instructions on the page to choose entries from your Professional Profile. If you do not already have Other Support entered in your profile, click the "Edit Professional Profile" button to open your profile and follow the instructions to add entries to this page. **Please clearly indicate the applicant's role (e.g., PI, co-PI, co-I, collaborator, etc.) so the eligibility status can be determined.**

11. **Organizational Assurances.** Select the appropriate assurances options for your proposed research and complete the Approved or Pending Date field. If a grant is awarded, you will be required to submit the regulatory and compliance documents to the Pancreatic Cancer Action Network.

12. **Application Documents.** Upload all required documents. For instructions and details on the required documents, see "Completing the Application Documents" below.
    - Project Proposal (please see template for page limits, six pages for Project Narrative)
    - Project Milestones and Timeline
    - Biographical Sketch of the Applicant
    - Letter of Institutional Support
    - Application Signature Pages

    To upload the documents, all documents must be converted to PDF files. To ensure your PDF files upload in their entirety, please avoid replacing files multiple times, using files that were once password protected or encrypted and combining multiple scanned documents or files into one PDF. Follow the instructions on the page to upload the documents. In the section for attachments, all the required attachments are listed in the middle of the screen. This list helps you track completion and uploading of your required attachments. Click the "Attach Files" button to upload your documents. 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 (offline), 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.

13. **Contact PI Data Sheet.** This is an automatically populated data sheet based on the contact PI's ProposalCentral profile. Information for gender, race and ethnicity must be provided. The Scientific Review Committee does not receive this information.

14. **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.

15. **Print Signature Pages and Application.** After completing all appropriate sections for your application, you may print the Signature Pages by clicking the "Print Signature Pages" button. Note that if information is missing in the Signature Pages, it could be because you have not entered the information in one of the application sections OR because the information is not required for this grant application. If the institution's Employer Identification Number (EIN) is not completed in the Signature Pages, please request your institution to provide the information in their ProposalCentral profile. If you wish to view the application in its entirety (recommended), select the "Print Signature Pages and Attached PDF Files" option.

Obtain required signatures. A signed Signature Pages with the original signatures must be uploaded into Application Documents (see section 12 above). Only upload the Signature Page (not the Application Contacts or Scientific Abstract pages). Signatures transmitted by electronic means shall have the same force as original signatures.

16. **Submit.** After successfully passing the validate check and printing your documents, click the "Submit" link. An email will be sent to you confirming your submission. Once your application is submitted, you may view it by accessing the "Submitted" link under the "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.

COMPLETING THE APPLICATION DOCUMENTS

- **Project Proposal.** Complete on the template available from section 2 on the ProposalCentral application website. Formatting restrictions and detailed instructions for completing the Project Proposal template are indicated in the template. The template indicates page limitations for each section, with a six-page limit for the Project Narrative.

- **Project Milestones and Timeline.** Complete on the template available from section 2 on the ProposalCentral application website. The Project Milestones and Timeline template is meant to list the various milestones and deliverables necessary to complete the research aims and the estimated time it will take to complete each. Detailed instructions are indicated in the template.

- **Biographical Sketch of the Applicant.** The biographical sketch must be in English. The NIH Biographical Sketch Form (OMB No. 0925-0001/0002 [Rev. 09/17]) is acceptable. The contact PI must adhere to the five-page page limit and other biographical sketch requirements.

- **Letter of Institutional Support.** The letter must be written on letterhead by the department head, dean or other senior member of the institution and should be addressed to the Scientific Review Committee. The letter should confirm the Applicant's independence status (i.e., whether the Applicant is authorized to conduct independently funded research). It should explain the relationship of the Applicant with the institution, the nature and extent of support for the proposed research that is available from the institution, including independent laboratory space, financial support and other resources and confirm that the proposed project will not present a conflict of interest with the PI's other responsibilities and commitments. It would strengthen the application if the institution would summarize the applicant's eligibility for the award and explain how receiving the grant would catalyze the career of the applicant in pancreatic cancer research.

- **Application Signature Pages.** In order to ensure the appropriate parties have approved the application, the signature pages, as described in Section 14 above, must be printed and signed. The signed signature page (with original signatures from the contact PI and institution's signing official) must then be scanned and uploaded into the online application in the section for attaching files. Signatures that are electronically transmitted shall have the same force and effect as original signatures.

CHANGING YOUR APPLICATION

Withdrawal of application. Please advise PanCAN promptly, in writing, should you decide to withdraw your application. Your email (or letter) should include your name, the title of the proposal and the reason for withdrawal.

Change of address. Notify PanCAN in writing of any changes of address, email 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 PanCAN 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 email at pcsupport@altum.com.

Inquiries about the 2022 Career Development Award guidelines and application materials should be directed to grants@pancan.org. Contact person: Valerie Holzherr, Manager, Research and Grants.

THE **PANCREATIC CANCER ACTION NETWORK**
leads the way in accelerating critical progress for pancreatic cancer patients. PanCAN takes bold action by funding life-saving research, providing personalized patient services and creating a community of supporters and volunteers who will stop at nothing to create a world in which all pancreatic cancer patients will thrive.