



AACR Team Science Award

2017 Program Guidelines and Nomination Instructions

AMERICAN ASSOCIATION FOR CANCER RESEARCH

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AWARD SUMMARY

This Award has been established to acknowledge and catalyze the growing importance of interdisciplinary teams to the understanding of cancer and/or the translation of research discoveries into clinical cancer applications. Proactive interaction between academic and industry researchers is particularly crucial to continue progress and accelerate drug development.

In addition, through the presentation of this Award, the AACR and Eli Lilly seek to effect change within the traditional cancer research culture by recognizing those institutions that value and foster interdisciplinary team science. These institutions will have demonstrated their support of a team science environment by creating mechanisms to enhance the required infrastructure, such as through pilot funding, technology transfer offices, shared resources, etc., and by presenting awards, honors, appointments, and promotions to those who participate in interdisciplinary teams.

The AACR Team Science Award will recognize an outstanding interdisciplinary research team for its innovative and meritorious science that has advanced or likely will advance our fundamental knowledge of cancer or a team that has applied existing knowledge to advance the detection, diagnosis, prevention, or treatment of cancer.

The team selected to receive the 11th Annual AACR Team Science Award will collectively be awarded a prize of \$50,000 and be recognized during the AACR Annual Meeting 2017 in Washington, DC, USA (April 1-5, 2017). The representative institutions will be cited at the AACR Annual Meeting for their leadership role in fostering team science.

NOMINATION DEADLINE

Wednesday, August 3, 2016, 4 p.m. U.S. ET.

ELIGIBILITY CRITERIA

- For the purpose of this Award, a team is comprised of independent faculty-level researchers providing complementary interdisciplinary expertise, each of whom have made separate substantive and quantifiable contributions to the research being recognized.
- Team members may be working within the same institution or at several institutions; however, if researchers are in the same institution, they must have clearly separate funding and research space.
- The research to be recognized should reflect work towards a specific scientific goal that otherwise would not be realized by any single component of the team.
- Candidacy is open to all cancer researchers who are affiliated with any institution involved in cancer research, cancer medicine, or cancer-related biomedical science anywhere in the world. Such institutions include those in academia, industry, or government.

- Teams comprising academic and industry researchers will be accepted.

NOMINATION PROCESS

The nomination deadline is Wednesday, August 3, 2016, 4 p.m. U.S. ET.

Nominations must be submitted online at <https://proposalcentral.altum.com>. Paper nominations **cannot** be accepted.

Nomination Package

Written in English, the following information **must** be included:

- the contact information of the corresponding nominator;
- the name of the Team Leader;
- a list of all members of the team, their professional titles and affiliations, with a description of each member's substantive and quantifiable contribution to the team;
- indication of the primary concentration of research area;
- 50-word summary statement of the research accomplishment or accomplishments for which the team is being nominated;
- a narrative, of no more than 3,000 words, describing in-depth the research accomplishment or accomplishments for which the team is being nominated as well as the significance and impact of the research, with no more than twelve (12) relevant publications referenced within the narrative;
- a list of the publications referenced with the research narrative, with full citations (no more than 12);
- a narrative, of no more than 1,000 words, describing the value-added activities of the team and the coordination of the research across the multiple performance sites;
- a descriptive list of institutional support of the team, such as pilot funding, technology transfer offices, shared resources, etc.; and
- original handwritten signatures of the nominator and all team members.

CV or Biosketch for each team member MUST include full publication history, written in English and

Letters of Endorsement from a Dean, Department Head, or Director of each member's institution confirming support for the nomination and certifying the contents of the nomination package. The letters of endorsement must be submitted on institution letterhead and be written in English.

Required file format is PDF (*.pdf). Each team member's CV or biosketch with full publications must be submitted as a *.pdf file. Paper nomination packages **cannot** be accepted.

The **signature page** must contain the original handwritten signatures of the nominator and all team members and must be uploaded to <https://proposalcentral.altum.com>.

Selection

Candidates will be considered by an Award Selection Committee appointed by the President of AACR. After careful deliberations by the Committee, its recommendations will be forwarded to the Executive Committee of the AACR for final consideration and decision. Selection of the winning Team will be made on the basis of the candidates' scientific accomplishments without regard to race, gender, nationality, geographic location, or religious or political views.

Questions regarding eligibility of a Team may be directed to AACR's Scientific Achievement Awards office at awards@aacr.org or call (215) 446-7128, prior to submitting a nomination.

NOMINATION INSTRUCTIONS

AACR requires all nominations to be submitted online.

Online

Nominations must be submitted by 4 p.m. U.S. ET on Wednesday, August 3, 2016, using the proposalCENTRAL website at <https://proposalcentral.altum.com>.

Paper nominations cannot be accepted.

GETTING STARTED IN proposalCENTRAL

If you are a new user of proposalCENTRAL and need an account, follow the link “Create One Now!” and complete the registration process.

Complete your Nominator’s Profile before starting an application.

If you are already registered with proposalCENTRAL, access the site and log in with your User ID or e-mail address. If you have forgotten your password, click on the “Forgot Your Username/Password?” link and you will receive a link that will take you to a web page where you may reset your new password.

To start an application, select the Grant Opportunities tab (gray tab furthest to the right). Find the AACR Scientific Award for which you wish to apply and click the “Apply Now” link (second to last column) to create your nomination.

All nomination letter attachments must be uploaded as PDF format (*.pdf) documents. All biosketch or CV attachments must be uploaded in PDF formats (*.pdf). See the proposalCENTRAL FAQ section, <https://proposalcentral.altum.com/FAQ/FrequentlyAskedQuestions.asp>, for more information.

If you have any difficulties registering, logging in, or creating your application, contact proposalCENTRAL Customer Support immediately at:

Phone: 1 (800) 875-2562 or (703) 964-5840

E-mail: pcsupport@altum.com

NOMINATION PROCEDURES

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

1. NAME OF TEAM.

- Enter the full name of the nominated team directly into proposalCENTRAL system. The team's name should not exceed 75 characters in length (including spaces). Do not use abbreviations unless absolutely necessary. The name of the team must be entered and saved before additional nomination sections may be accessed.

2. DOWNLOAD TEMPLATES & INSTRUCTIONS.

Provides description of the required nomination materials and a template of the original signature page.

3. ENABLE OTHER USERS TO ACCESS THE PROPOSAL.

Grants permission for others (i.e. assistants, secretaries, etc.) to assist in putting data in your nomination.

4. NOMINATOR PROFILE.

The nominator's profile must be entered directly into the proposalCENTRAL system.

5. SUMMARY STATEMENT.

Enter directly into proposalCENTRAL system. The statement should not exceed 50 words in length (including spaces). Do not use abbreviations unless absolutely necessary.

PRIMARY AREA OF RESEARCH. Select the team's primary research area of concentration. If the area is not listed, select "other" and list in the box provided.

6. NOMINATION MATERIALS.

For the nomination to be complete, **all** materials must be uploaded.

Nomination Materials:

1) CV OR BIOSKETCH WITH FULL PUBLICATIONS

Provide a CV or biosketch with full publications for each member of the team.

2) LIST OF TEAM MEMBERS

List each member of the team, including professional title and affiliation, and a brief description of each member's substantive and quantifiable contribution to the team. Add additional pages, if necessary.

3) RESEARCH NARRATIVE

Describe in-depth the research accomplishment(s) for which the team is being nominated as well as the significance and impact of the research, with no more than 12 relevant publications referenced within the narrative. Limit of 3,000 words total. Attach additional pages, if necessary.

4) LIST OF PUBLICATIONS

List full citations of the 12 (or less) publications referenced within the research narrative.

5) VALUE-ADDED NARRATIVE

Provide a narrative of no more than 1,000 words describing the value-added activities of the team and the coordination of the research across multiple performance sites. Attach additional pages, if necessary.

6) INSTITUTIONAL SUPPORT

Describe or list the institutional support of the team, such as pilot funding, technology transfer offices, shared resources, etc. Attach additional pages, if necessary.

7) LETTERS OF ENDORSEMENT

The letters of endorsement must be submitted by a Dean, Department Head or Director of each member's institution confirming support for the nomination and certifying contents of nomination package. [The letters must be submitted on institution letterhead] and in English.

8) ORIGINAL SIGNATURE PAGE

The original signature page of the nomination form **must** include the original handwritten signatures of the nominator and all team members.

Upload Attachments

- In the Describe Attachment field, please use the following example
(Last Name_First Name _ Nomination Letter).
- Select the appropriate type of attachment from the drop-down list. *NOTE: After selecting attachment type, the screen will show the allowable file type (e.g. PDF) that is allowed for that type of attachment.*
- 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 will also 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. **It is strongly recommended that you open and review your uploaded file.**

If, for any reason, 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.**

7. AGREE TO TERMS

SUBMITTING COMPLETE NOMINATION

8. VALIDATE.

Validate the application on proposalCENTRAL. This is an essential step. An application that has not been validated cannot be submitted. 'Validate' checks for required data and required attachments. You will not be able to submit if all the required data and attachments have not been provided.

- After successfully passing the validate check, 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 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).

9. SUBMIT.

CHANGES TO THE APPLICATION

Withdrawal of nomination: Please advise AACR promptly, in writing, should you decide to withdraw your nomination for any reason. Your letter (or e-mail) should include the nominator's name and institution, the title of the Award and name of the team, and the reason for withdrawal.

INQUIRIES

Inquiries or technical issues regarding proposalCENTRAL and the online application may be directed to their customer support at:

Phone (toll-free): 1 (800) 875-2562 or (703) 964-5840

E-mail: pcsupport@altum.com

Inquiries about the "Program Guidelines and Nomination Instructions" can be directed to Ms. Linda Stokes at:

Phone: (215) 446-7128

E-mail: awards@aacr.org