AACR-Bristol Myers Squibb
Midcareer Female Investigator Grant

2021 Program Guidelines and Application Instructions

TABLE OF CONTENTS

PROGRAM GUIDELINES

PROGRAM SUMMARY

The AACR-Bristol Myers Squibb Midcareer Female Investigator Grant represents a joint effort to encourage and support mid-career female physician-scientists and researchers to conduct immuno-oncology research and to foster their career advancement toward becoming a senior investigator. Research projects may be translational and/or clinical in nature with a focus on immuno-oncology.

The grant provides $225,000 over three years for expenses related to the research project, which may include salary and benefits of the grant recipient and any collaborators, postdoctoral or clinical research fellows, graduate students, and/or research assistants; research/laboratory supplies; equipment; publication charges for manuscripts that pertain directly to the funded project; and other research expenses (indirect costs are **not** permitted).

APPLICATION DEADLINE
December 17, 2020, at **1:00 p.m.** U.S. Eastern Time

NOTIFICATION OF AWARD
March 2021

GRANTS RECEPTION AND DINNER AT AACR ANNUAL MEETING 2021
April 13, 2021 – Grant recipient must attend the Grants Reception and Dinner to formally accept their grant. Grant funds may be used to support the grantee's registration and attendance at this Annual Meeting.

In the event of unforeseen scheduling changes for the Grants Reception and Dinner, the Grantee will be contacted regarding alternative arrangements.

START OF GRANT TERM
July 1, 2021

APPLICANT ELIGIBILITY CRITERIA
Applicants must have a doctoral degree (PhD, MD, MD/PhD, or equivalent) in a related field and not currently be a candidate for a further doctoral degree. Applicants must also have received their first NIH R01 (or equivalent) award **within the past 10 years** *(i.e., grant cannot have been awarded **before** July 1, 2011).*

At the start of the grant term on July 1, 2021, applicants must:
- Hold an appointment at the rank of associate professor
    - If eligibility is based on a future position, the position must be confirmed at the time of submission, 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 the AACR's Scientific Review and Grants Administration Department (AACR's SRGA) at grants@aacr.org **before** submitting their Letter of Intent for information on additional verification materials/signatures that may be required.

- Work at an academic, medical, or research institution anywhere in the world
  - There are no citizenship requirements. However, by submitting an application for this grant, an applicant applying from an institution located in a country in which they are not a citizen or a permanent resident assures that the visa status will provide sufficient time to complete the project and grant term at the institution from which they applied.

Individuals who are considered "early-stage investigators" (e.g., instructor, assistant professor, research assistant professor, or equivalent) are **not** eligible to apply. Qualified early-stage investigators are invited to apply for an AACR Career Development Award.

Applicants must be AACR members. Nonmembers interested in this grant opportunity must submit a satisfactory application for AACR **Active** membership by the application deadline. Nonmembers can apply for membership online or by submitting the Official Membership Application Form to the AACR with the required documents. Please review the Membership Categories for the category that best fits your qualifications. Members can renew their membership through myAACR to bring their membership current. You will need your logon (email address) and password to access the member portal. If you require assistance logging in, please contact myaacr@aacr.org. Lapsed members must be members in good standing by the application deadline and should contact the Membership Department at membership@aacr.org for assistance.

Investigators may submit only **one** application for the AACR-Bristol Myers Squibb Midcareer Female Investigator Grant but may concurrently apply for other AACR grants. However, applicants are expected to accept the first grant they are awarded. Individuals may accept and hold only one AACR grant at a time.

Any individual who currently holds an active AACR grant may not apply. Past AACR grantees may apply if they complied with all progress and financial report requirements

Employees or subcontractors of a U.S. government entity or for-profit private industry are not eligible. Employees or subcontractors of a U.S. government entity or for-profit private industry may serve as Collaborators, but no grant funds may be directed towards these individuals.

All applicants with questions about eligibility must contact the AACR's SRGA at grants@aacr.org **before** submitting an application.

RESEARCH PROJECT CRITERIA
Research projects may be translational or clinical in nature with a focus on immuno-oncology.

EVALUATION OF APPLICATIONS
Applications are peer-reviewed by a Scientific Review Committee comprised of researchers and physician-scientists respected for their own accomplishments in immuno-oncology research and viewed as leaders in the field. The President of AACR will appoint the members of the Scientific Review Committee.

The Committee will consider the following criteria when reviewing applications and determining funding decisions:
- *Investigator:* What training and experience does the applicant have to ensure successful

implementation of the proposed project? Has the applicant demonstrated the capacity to carry out independent research? Is there evidence that the applicant is developing a successful track record in the field or that they could make a career commitment to this field?

- *Significance:* Is the scientific and technical merit of the proposed project of significance? Is the proposed project of high quality, and what potential does it have to advance the field 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? Are potential problems, alternative strategies and benchmarks for success presented? Is the budget 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? What support, equipment, and resources will be available to the applicant and are they adequate to successfully complete the proposed project?

The Committee will consider each year's applicants independently, without regard to the topics covered in previously funded proposals or to the institutions of the previous grantees.

TOBACCO INDUSTRY FUNDING AND CONFLICTS OF INTEREST STATEMENT
Scientific investigators or health professionals who are funded by the tobacco industry for any research project are not eligible for any AACR grant. Grantees who accept funding from the tobacco industry for any research project during the term of an AACR grant must inform the AACR of such funding, whereupon the AACR grant will be immediately terminated.

Tobacco industry funding is defined for the purposes of AACR grant applicants and recipients as money provided or used for all or any of the costs of any research project, including personnel, consumables, equipment, buildings, travel, meetings and conferences, and operating costs for laboratories and offices.

It is not defined as money provided or used for meetings or conferences that do not relate to any particular research project.

Tobacco industry funding includes: funds from a company that is engaged in or has affiliates engaged in the manufacture of tobacco produced for human use; funds in the name of a tobacco brand, whether or not the brand name is used solely for tobacco products; funds from a body set up by the tobacco industry or by one or more companies engaged in the manufacture of tobacco products.

The following do not constitute tobacco industry funding for the purposes of this policy:
- Legacies from tobacco industry investments (unless the names of a tobacco company or cigarette brand are associated with them)
- Funding from a trust or foundation established with assets related to the tobacco industry but no longer having any connection with the tobacco industry even though it may bear a name that (for historical reasons) is associated with the tobacco industry

APPLICATION INSTRUCTIONS

APPLICATION PROCEDURES

The AACR requires applicants to submit an online application by **1:00 p.m. U.S. Eastern Time** on **Thursday, December 17, 2020**, using the ProposalCentral website at https://proposalcentral.com.

In order 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 corresponds with the section number of the Application Instructions and the online ProposalCentral application.

Information to be Entered Directly into ProposalCentral	Application Instructions Section	ProposalCentral Section
Project Title and Acknowledgement of Reading the Terms and Conditions	1. Title Page	1) Title Page
Applicant Information	4. Applicant	4) Applicant
Institution and Contact Information	5. Institution & Contacts	5) Institution & Contacts
Collaborator Information (if applicable)	6. Collaborators	6) Collaborators
Scientific Abstract	7. Scientific Abstract	7) Scientific Abstract
Budget	8. Budget	8) Budget
Organizational Assurances	9. Organizational Assurances	9) Organizational Assurances

Templates	Application Instructions Section	ProposalCentral Section
Research Project Proposal Template	10.A. Application Documents	10) Application Documents
Secured Other Support Template	10.B. Application Documents	10) Application Documents
Pending Other Support Template	10.C. Application Documents	10) Application Documents
Budget Justification Template	10.D. Application Documents	10) Application Documents
Project Milestones Template	10.E. Application Documents	10) Application Documents

Additional Materials	Application Instructions Section	ProposalCentral Section
Applicant's Biographical Sketch	10.F. Application Documents	10) Application Documents
Letter of Institutional Commitment	10.G. Application Documents	10) Application Documents
Collaborator's Biographical Sketch(es) (if applicable)	10.H. Application Documents	10) Application Documents
Letter(s) of Collaboration (if applicable)	10.I. Application Documents	10) Application Documents
Supporting Documentation (if applicable)	10.J. Application Documents	10) Application Documents

Required Signatures	Application Instructions Section	ProposalCentral Section
Application Signature Page	10.K. Application Documents	13) Signature Page(s)

GETTING STARTED IN ProposalCentral

If you are a new user of ProposalCentral, click the "CREATE AN ACCOUNT NOW" button and complete the registration process. After logging in, select the Professional Profile tab and complete your profile 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 login information, click on the "Forgot Your Username/Password?" link.

To start an application, select the "Grant Opportunities" tab. A list of grant opportunities will be displayed. The list of applications can be filtered for just this organization by clicking "Filter by Grant Maker" at the top and selecting "American Association for Cancer Research" in the drop-down menu. Find the "**AACR-Bristol Myers Squibb Midcareer Female Investigator Grant**" and click the blue "Apply Now" button to create your application.

If you have any difficulties registering, logging in, or creating your application, contact ProposalCentral customer support at: 800-875-2562 (Toll-free U.S. and Canada), +1-703-964-5840 (Direct Dial International), or by email at pcsupport@altum.com. See the ProposalCentral FAQ for additional information.

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

1. **TITLE PAGE.** Enter the title of the research project. The title is limited to no more than 75 characters (including spaces). Do not use abbreviations. A project title must be entered **and saved** before additional sections may be accessed.

   Terms and Conditions of the Grant. In order to ensure that the applicant is informed of the terms and conditions of the grant should they be selected as a recipient, applicant must acknowledge that they have read the Terms and Conditions and have shared them with their institution by typing in their name and date in the box provided.

   The terms and conditions of this grant may be modified or amended by the AACR prior to execution of the Grant Agreement. In addition, the grant recipient's institution may only request revisions to sections VII.F.; XII.; XIII.F.; and XIV.A. of the Grant Agreement after the recipient has been awarded. Only in special circumstances will revisions be considered to sections other than those noted above.

2. **DOWNLOAD TEMPLATES & INSTRUCTIONS.** The Program Guidelines and Application Instructions document, the Terms and Conditions document, and all templates can be downloaded from this page. Applicants are required to use the application templates.

   See Section 10 of the Application Instructions for how to complete and upload the templates. This application also requires additional attachments for which a template is not provided (Applicant's Biographical Sketch, Letter of Institutional Commitment, Biographical Sketch(es) of Collaborator(s) [if applicable], Letter(s) of Collaboration [if applicable], and Supporting Documentation [if applicable].

3. **ENABLE OTHER USERS TO ACCESS THIS PROPOSAL.** Optional.

4. **APPLICANT.** Enter information for the applicant. Applicants must include their contact information, including e-mail address, phone number, mailing address, and AACR membership information.

   Applicants are strongly encouraged to have an ORCID iD and include this identifier with their application.

5. **INSTITUTION & CONTACTS.** Enter information regarding the applicant's institution and signing official.

6. **COLLABORATORS.** Optional. Collaborators are independent researchers who have an integral role on the proposed project. Do not enter information for fellows or research assistants working on the proposed project as they are not considered collaborators. While collaborators are allowable, note that co-Principal Investigators are **NOT** permitted.

7. **SCIENTIFIC ABSTRACT.** The abstract is limited to 3,000 characters (including spaces) and must provide a brief summary of the proposed project.

   If funded, this Abstract will become public information; therefore, do not include proprietary/confidential information.

   From the list provided, select the research areas that are most applicable to this project (*select no more than two*); select the tumor site for the proposed project (*select only one);* and indicate how you found out about this grant opportunity.

8. **BUDGET. Enter expenses for the term of the grant.** Applicants must submit a budget in the amount of $225,000. Enter proposed research expenses related to the project, which may include the salary and benefits of the grant recipient and any collaborators, postdoctoral or clinical research fellows, graduate students (including tuition costs associated with graduate students' education and training), and research assistants, or collaborators; research/laboratory supplies; equipment, publication charges for manuscripts that pertain directly to the funded project; and other research expenses. The percentage of salary requested may not exceed the percent effort of the applicant. See the Terms and Conditions document for information on publishing in AACR journals. Budget requests for equipment that exceed 10% of the total budget must be accompanied by a detailed justification.

   The grantee **must** attend the AACR Annual Meeting 2021 to formally accept the grant during the annual Grants Reception and Dinner. Up to $2,000 may be allocated from the grant to support the grantee's registration and attendance at this Annual Meeting. No other travel is permitted.

   As the grant term begins after the Annual Meeting to which the grantee must attend, the AACR recommends that the Institution use existing discretionary funding to cover the grantee's travel costs. When the grant term begins, the Institution may transfer the applicable AACR-allowed travel charges from the discretionary fund to the grant fund. This transfer must be reflected in the first financial report of expenditures submitted to the AACR.

   Indirect costs, travel (other than to the AACR Annual Meeting 2021 noted above), professional membership dues, and any other research-related expenses not directly related to this project are

not allowable expenses. For the purposes of this grant, 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. In addition, no grant funds may be directed towards salary or benefits of any individuals from a U.S. government entity or for-profit industry, nor for any research expenses related to the project that are incurred by these individuals.

A detailed budget justification explaining the allocation of the grant funds must accompany the application. See Section 10.D. for Budget Justification template instructions.

9. **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). The assurances/certifications are made and verified by the signature of the institutional official signing the application. If a grant is awarded, IRB and/or IACUC approval (if applicable) must be submitted in writing to the AACR's SRGA.

10. **APPLICATION DOCUMENTS.**
Formatting Instructions. Applicants must adhere to the following instructions in completing the templates. Failure to observe type size specifications and page limits will result in the return of the application without review.

- <u>Type size</u>. Must use 12-point Times New Roman for the text, and no smaller than 9-point type for figures, legends, and tables.
- <u>Single-spaced text</u>. Single-spacing is acceptable, and space between paragraphs is recommended.
- <u>Margins</u>. The page margins must be no less than 0.75 inches on each side.
- <u>Page numbering</u>. The Proposal Narrative must be numbered consecutively; do not use section designations such as "3A" or "3B".
- <u>Tips and techniques for inserting images in documents</u>.
    - o 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.
    - o Insert only GIF or JPG graphic files as images in your Word document. Other graphical file formats are either very large or difficult to manipulate in the document.
    - o Do not insert Quick Time or TIFF objects into your document.
    - o Anchor the images that you embed in your document.
    - o Once you have anchored the inserted image, you can format text to wrap around the image.
    - o Do not edit your images in Word. Use a graphics program.
    - o Do not embed your images in tables, text boxes, and other form elements.
    - o Do not add annotations over the images in Word. Add annotations to the images in a graphics program.

When a template is provided, the template <u>MUST</u> be used. Prepare and upload the following documents into your application in portable document format (PDF):

A. **Research Project Proposal.** *Applicants are required to use the template available from the*

ProposalCentral website. The information must be presented in this order:

I. **Contents Page.** Complete the Table of Contents by indicating the appropriate page numbers for each section. The Table of Contents page must not exceed one page.

II. **Proposal Narrative.** Limited to six pages, including figures and tables. The Contents Page, Facilities, and References sections do not count against this page limit. The Proposal Narrative must be presented in this order and include these subheadings: (A) Title of Research Project; (B) Introductory Statement, Background, Preliminary Data, and Rationale; (C) Specific Aims; (D) Research Design and Methods*; and (E) Significance and Statement of Relevance.

> ***Note that the AACR strongly encourages the authentication of cell lines intended for use in the proposed research project.** If use of cell lines is proposed, it is encouraged that information related to cell line authentication is included in the Research Design and Methods section of the proposal. For a list of cell line authentication services, please visit: http://aacrjournals.org/content/cell-line-authentication-information

III. **Facilities.** Limited to two pages. Please provide a description of the research facilities, resources, and equipment that are available to the applicant and that will allow successful implementation of the proposed research program.

IV. **References.** Limited to three pages. AACR reference style follows that of the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*. Note that the *Uniform Requirements* specify that for articles with more than six authors, the names of the first six authors must be listed, followed by "et al." For articles with six or fewer authors, all authors should be listed.

B. **Secured Other Support.** *Applicants are required to use the template available from the ProposalCentral website.* In the table provided, list all **existing** support (institutional, federal, etc.) that has been **secured** and will be used in whole or in part by the applicant during the term of this grant (07/01/2021 – 06/30/2024). Only funding sources that provide support specifically for the applicant should be listed, which includes grants for which the applicant is not the Principal Investigator. This may include support for different projects. For each grant or funding source, please provide:

- Name of Principal Investigator
- Name of Grant/Funding Source
- Funding Agency
- Grant Term
- Amount of Funding
- Percent Effort of Applicant
- Title of Project
- List of Specific Aims as Stated in Grant Proposal (summaries will NOT be accepted)

C. **Pending Other Support**. *Applicants are required to use the template available from the ProposalCentral website.* In the table provided, list all **pending** support (institutional, federal, etc.) that will, **if secured**, be used in whole or in part by the applicant during the term of this grant (07/01/2021 – 06/30/2024). Only funding sources that will provide support specifically for the applicant should be listed, which includes grants for which the applicant is not the Principal Investigator. This may include support for different projects. For each pending grant or funding source, please provide:

- Name of Principal Investigator

- Name of Grant/Funding Source
- Funding Agency
- Grant Term
- Amount of Funding
- Percent Effort of Applicant
- Title of Project
- List of Specific Aims as Stated in Grant Proposal (summaries will NOT be accepted)

NOTE: If at any time prior to selection and notification an applicant is awarded any funding that may overlap with the 2021 AACR-Bristol Myers Squibb Midcareer Female Investigator Grant, the applicant must notify the AACR's SRGA immediately.

D. **Budget Justification.** *Applicants are required to use the template available from the ProposalCentral website.* Limited to three pages. Applicants must submit a budget in the amount of $225,000. Percent effort of the applicant on the proposed project must be indicated. Applicant must also indicate their salary and, if any part of their salary is requested, the percentage of salary requested may not exceed the percent effort the applicant will dedicate to the project. In addition, identify by name and title any additional personnel, including collaborators, and their specific responsibilities during each year of the proposed project. Note if individual is a postdoctoral or clinical research fellow. For positions that are not yet filled, indicate "**TBD**" in the name field. Include details on any research/laboratory supplies, equipment, publication charges for manuscripts that pertain directly to the funded project, graduate student tuition, and other research expenses. Detailed justification is required for budget request for equipment that exceeds 10% of the total budget.

Travel expenditures cannot exceed $2,000 for travel to AACR Annual Meeting 2021 **ONLY**. Travel funds are for the grantee **ONLY**.

Indirect costs, tuition (other than to the AACR Annual Meeting 2021), travel, professional membership dues, and any other research-related expenses not directly related to the project are not allowable expenses. For the purposes of this grant, 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**. In addition, no grant funds may be directed towards salary or benefits of any individuals from a U.S. government entity or for-profit industry, nor for any research expenses related to the project that are incurred by these individuals.

E. **Project Milestones.** *Complete **only Column A** of the Milestones Template available from the ProposalCentral website.* The Milestones Template is meant to list the various steps necessary to complete your research goals and the estimated time it will take to complete each step. Please list your name and the specific aims for the proposed project at the top of the template. Underneath each time period, identify the steps that will be needed to accomplish the aim(s) in that time period. For each step, note the corresponding aim in parentheses. Rows may be added/deleted to the template as needed. For the purposes of submitting the template with your application, **only the information requested above entered into Column A is needed**. Reporting

progress towards milestones further using this template will be incorporated into the reporting requirements for the project if funded.

F. **Applicant's Biographical Sketch**. The biographical sketch must be in English. The NIH Biographical Sketch Form [OMB No. 0925-0001 and 0925-0002 (Rev. 03/2020 Approved Through 02/28/2023)] should be used.

G. **Letter of Institutional Commitment.** Required for the applicant institution. The letter must be written on letterhead by the department head, dean, or other senior member of the institution on behalf of the applicant and addressed to the Scientific Review Committee. It should explain the applicant's relationship with the institution, and the nature and extent of support for the proposed research available from the institution, including laboratory space, financials and other resources.

H. **Biographical Sketch(es) of Collaborator(s).** Submit a biographical sketch for every collaborator listed in Section 6. The biographical sketch must be in English. The NIH Biographical Sketch Form [OMB No. 0925-0001 and 0925-0002 (Rev. 03/2020 Approved Through 02/28/2023)] should be used.

I. **Letter(s) of Collaboration.** A Letter of Collaboration must be uploaded for every collaborator listed in Section 6. The letter should confirm the scope of the collaborators' involvement in the proposed research.

J. **Supporting Documentation.** An example of acceptable supporting documentation is a letter of commitment from a clinician, drug manufacturer, or any individual/organization providing data or materials necessary for the proposed research. Supporting Documentation should state a commitment to provide stated data/materials or confirm applicant's access to said data/materials. Supporting Documentation should be included only to provide information on the ability to provide for a research need, and should not comment on the applicant or research environment. **Any documentation deemed by AACR's SRGA to be a letter of reference for the applicant is not considered supporting documentation and will be removed from the application.** Each supporting document is limited to one page and must be presented on the appropriate institutional or company letterhead.

There is no limit to the number of supporting documents that may be provided, however, documents that do not satisfactorily meet the description of supporting documentation provided above, or uploads such as tables, charts, articles, and other inappropriate additional materials will be removed.

K. **Signed Signature Page.** In order to ensure that the applicant and institution have approved the application, applicants must obtain all required signatures on page 1 of the Signature Pages. Electronic/digital signatures are permitted. These signatures transmitted by electronic means shall have the same force and effect as original signatures. Downloading the Signature Page(s) is described in Section 12 below.

The **signed Signature Page** (with signatures from the applicant and institution's signing official) must be uploaded to your online application in the Application Documents section.

Uploading the attachments into your application. Once you have converted your attachments to PDF files, the next step is to upload the files to your online application. Only PDF attachments are permitted for this application submission.

- Make certain that the converted PDF files are closed on your computer.
- Open your online application and go to the section for attaching files.
- Select the appropriate type of attachment from the drop-down list.
- Enter your own description of the file in the "Describe Attachment" field.
- Click on the "click here to browse" button to select the file from your computer.
- Click on the "Upload And Continue" or "Upload and Return" 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.

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 of required attachments 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, convert the file to PDF, and use the same process above to attach the new file. **Delete any previously submitted versions of the file before submitting your application.**

SUBMITTING COMPLETE APPLICATION

11. **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 to the AACR. If fields are not populated, click the "Edit Professional Profile" button 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 Applications", and enter their gender, race, and ethnicity. The Scientific Review Committee does not receive this information.

12. **SIGNATURE PAGE(S).** Use the "Print Signature Pages" button to download the Signature Pages. Signatures are only required on the first page. This page can be printed, original signatures obtained, and then uploaded to your online application. Electronic/digital signatures are also permitted and shall have the same force and effect as original signatures. Do not upload the Application Contacts, Scientific Abstract, and Budget pages with the signed Signature Page.

    NOTE: Data entered in 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 online application sections **OR** the information is not required for this grant program. If the institution's Employer Identification Number (EIN) is not completed on the Signature Page, please request your institution to provide that information in their ProposalCentral

profile.

13. **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.

> While the "Print Signature Pages" option allows applicants to download the Signature Page, Application Contacts, Scientific Abstract, and Budget, the AACR **strongly encourages** applicants to also use the "Print Signature Pages with Attachments" option. This option can be used if your institution wishes to review the full application but also should be used by the applicant to ensure that the Scientific Abstract does not cut-off in this view and that your attachments loaded properly. The following application materials will **not** be present when using this option: Pending Other Support and the Application Signature Page containing the required signatures. Absence of these materials should **not** be considered an error. If your institution requires all components of the application to review, the above documents need to be added individually by the applicant.
>
> Excessive spacing in your Scientific Abstract (e.g., line breaks between paragraphs) can cause the abstract to not fully appear in the Signature Page view, even if under the 3,000-character limit. You may want to further edit your Scientific Abstract prior to submission if it does not fully appear. **If it does not fully appear, you will not be given the opportunity to edit it once you have submitted.** In addition, errors may occur when the uploaded PDF files are assembled by the system. Please check to ensure that all pages of every document included appear in the "Print Signature Pages with Attachements" option. If you are having any issues with this option, please contact ProposalCentral customer support at: 800-875-2562 (Toll-free U.S. and Canada), +1-703-964-5840 (Direct Dial International), or by e-mail to pcsupport@altum.com.

14. **SUBMIT.** After successfully passing the validate check, click the **"Submit"** button. An e-mail will be sent to you confirming your submission.

    Once your application is submitted you may view it by selecting "Submitted" from the "Proposal Status" drop-down menu under the 'Proposals' tab, then clicking the "View" button under the Edit column. 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.

CHANGES TO YOUR APPLICATION

Withdrawal of Application. Please advise the AACR promptly, in writing, should you decide to withdraw your application for any reason. Your correspondence must include your name, the grant opportunity to which you applied, the project title, and the reason for withdrawal.

Change of Address. Notify the AACR of any changes of address, e-mail, or phone number, following the submission of an application. Include your name and the ProposalCentral identification number. The e-mail address provided with your application will be used for all official communication about your submission including the recipient selection results. Your Professional Profile in ProposalCentral must be kept up to date.

Change of Institution or Position. If you change your institution or professional position, contact the

AACR to determine whether your application is still eligible for review.

INQUIRIES

Inquiries or technical issues regarding ProposalCentral and the online application process should be directed to customer support at: 800-875-2562 (Toll-free U.S. and Canada), +1-703-964-5840 (Direct Dial International), or by e-mail to pcsupport@altum.com.

Inquiries about the program guidelines, eligibility requirements, and application materials can be directed to the AACR's SRGA department at grants@aacr.org.

MORE ABOUT THE PARTNERS

Bristol Myers Squibb is a global biopharmaceutical company whose mission is to discover, develop and deliver innovative medicines that help patients prevail over serious diseases. For more information about Bristol Myers Squibb, visit us at BMS.com or follow us on LinkedIn, Twitter, YouTube and Facebook.

Founded in 1907, the American Association for Cancer Research (AACR) is the world's first and largest professional organization dedicated to advancing cancer research and its mission to prevent and cure cancer. The AACR has more than 46,000 members in 127 countries and territories around the world; over 31% percent of members live outside the United States. Twenty percent of AACR's international members are located in countries with emerging economies. The AACR offers seven categories of membership to support each aspect of our members' professional development and enhancement in cancer research. In support of the professional development of early-career investigators, no annual dues are required for Associate membership. The AACR marshals the full spectrum of expertise of the cancer community to accelerate progress in the prevention, biology, diagnosis, and treatment of cancer by annually convening more than 30 conferences and educational workshops, the largest of which is the AACR Annual Meeting with more than 22,500 attendees. In addition, the AACR publishes nine prestigious, peer-reviewed scientific journals and a magazine for cancer survivors, patients, and their caregivers. The AACR funds meritorious research directly as well as in cooperation with numerous cancer organizations. As the Scientific Partner of Stand Up To Cancer, the AACR provides expert peer review, grants administration, and scientific oversight of team science and individual investigator grants in cancer research that have the potential for near-term patient benefit. The AACR actively communicates with legislators and other policymakers about the value of cancer research and related biomedical science in saving lives from cancer. For more information about the AACR, visit www.aacr.org.