

**Cancer Research Institute Irvington Postdoctoral Fellowship Program  
Terms and Conditions**

**Financial**

1. The fellowship stipend and institutional allowance are paid quarterly to the institution in U.S. currency. The stipend is to be used to cover the fellow's salary. Any remaining balance from the stipend must be returned to the Cancer Research Institute (CRI) at the end of each fellowship year. Unexpended funds from the institutional allowance may be carried over from one year to the next. Any balance of stipend or institutional allowance remaining at the end of the fellowship must be returned to CRI within 30 days of termination of the award.
2. Deductions for administrative overhead or indirect costs of any kind are not permitted from either the stipend or the institutional allowance.
3. The fellowship stipend must be the fellow's primary source of funding. Supplementation of the CRI fellowship is allowed, however the CRI fellowship may not supplement another award. A candidate may not hold more than one postdoctoral fellowship.
4. The sponsor determines whether the institutional allowance will be used for the fellow's laboratory supplies, travel to scientific meetings, or health insurance.

**Change in Research Plan**

5. Any change in research direction contemplated during the course of the fellowship may be made at the sponsor's discretion provided that the project remains immunological in scope. However, we do request immediate written notification of any such changes. Funding will cease at once if proper notification is not made. Changes contemplated prior to activation must be submitted for approval by the Fellowship Committee before the award start date.

**Progress Reports and Extension Requests**

6. Detailed progress reports must be submitted 10 and 24 months after fellowship activation. Continued funding is contingent upon satisfactory review of annual progress reports. The reports must include:
  - A 2- to 3-page summary of the research performed during the award year outlining research results;
  - A 1-page summary written in nontechnical language that points out the implications of the findings to date and their potential clinical relevance;
  - A bibliography of publications from the award year. PDF copies of publications must be attached as an addendum;
  - A list of any conferences attended and presentations given during the award year;
  - A list of any new awards or honors received;
  - An updated *curriculum vitae*, which lists the Cancer Research Institute Irvington Fellowship;
  - A completed intellectual property disclosure form.
7. Fellowship extension for a third year must be requested by the sponsor during the second year. This request should be in the form of a letter from the sponsor summarizing the fellow's progress to date and outlining research plans for the additional year.
8. A final progress report covering research results for the entire funding period is due one month before the fellowship terminates. The report must include:
  - A 2- to 3-page summary of the research performed during the award year outlining research results;
  - A 1-page summary written in nontechnical language that points out the implications of the findings to date and their potential clinical relevance;
  - A bibliography of publications from the award year. PDF copies of publications must be attached as an addendum;
  - A list of any conferences attended and presentations given during the award year;

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- A list of any new awards or honors received;
- An updated *curriculum vitae*, which lists the Cancer Research Institute Irvington Fellowship;
- A statement indicating how the Cancer Research Institute funding impacted the Fellow's career;
- A statement of future plans;
- A completed intellectual property disclosure form.

Please observe all deadlines listed in the Notice of Award. Failure to submit materials in a timely fashion may result in suspension of the fellowship. Note that nontechnical summaries may be used for fundraising purposes and submitted to CRI's lay Board of Trustees. Progress reports are submitted online through the Cancer Research Institute's grant portal ([http://www.grantrequest.com/SID\\_2015](http://www.grantrequest.com/SID_2015)) using the login you created when submitting your application. After logging in, click Requirements and select the relevant progress report. The third-year extension request letter may be submitted by the sponsor to [grants@cancerresearch.org](mailto:grants@cancerresearch.org).

## Public Access, Publications and Acknowledgement

9. Cancer Research Institute funds biomedical research aimed at developing new and effective immune system based strategies to prevent, diagnose, treat, and eventually cure all cancers. The main output of this research is new knowledge. To ensure this knowledge can be accessed, read, applied, and built upon in fulfillment of our goals, CRI expects its researchers to disseminate their findings, including publishing in peer-reviewed journals.

In addition, it is a condition of CRI funding that all peer-reviewed articles supported in whole or in part by its grants must be made available in the PubMed Central online archive. PubMed Central is a database of full-text biomedical journal articles available online without a fee, hosted by the National Library of Medicine in the National Institutes of Health. Once posted in PubMed Central, results of research become more accessible, prominent, and integrated, making it easier for scientists worldwide to pursue biomedical research. It also makes this information accessible to CRI and its donors, as well as patients, clinicians, educators, students, and others.

CRI award recipients are required to deposit an electronic copy of their final peer-reviewed manuscripts in PubMed Central immediately upon acceptance for journal publication and take the steps necessary to link that manuscript to the appropriate CRI grant. The manuscript is to be made publicly available in PubMed Central no later than 12 months after the official date of journal publication. This requirement applies to all CRI grants awarded after October 1, 2017.

CRI is part of the Health Research Alliance (HRA), a national consortium of non-governmental, not-for-profit funders of biomedical research and training. HRA has made arrangements so that PubMed Central will accept deposits of manuscripts and publications resulting from research funded by HRA member organizations. All CRI award recipients are required to create an account with HRA through its Public Access Initiative. Someone from our awards team will be contacting you with information on how to create your HRA account.

10. Please be sure to properly acknowledge the Cancer Research Institute in all publications (including abstracts of presentations at scientific or clinical meetings) resulting from research supported by the Institute. Advance notice of any upcoming publications via email to [grants@cancerresearch.org](mailto:grants@cancerresearch.org) is appreciated. In addition, please be sure to acknowledge CRI in any slides you present at meetings or in any other vehicle where you are acknowledging the funds you receive to support your research. The following acknowledgement should be included: "Name of Awardee is a **Cancer Research Institute Irvington Fellow supported by the Cancer Research Institute** (CRI Award#)." Awardees should identify themselves as Cancer Research Institute Fellows, particularly when presenting their work at professional conferences. You will receive a digital copy of the Cancer Research Institute's logo which may be inserted into presentations when appropriate.

## Invention Policy

11. The Cancer Research Institute ("CRI") encourages the rapid development and commercialization of promising new biomedical technologies for the public benefit. In furtherance of CRI's mission of supporting high quality research in basic and tumor immunology, CRI requires that Net Income derived from any Invention be shared with CRI in accordance with this policy.

"Invention" means any invention, discovery, improvement, modification, work of authorship (excluding journal articles, textbooks or chapters of textbooks) or other work product, whether patentable or not, that is conceived, created, developed,

validated or reduced to practice as a result of any research funded in whole or in part by CRI, or which is deemed to be a “work for hire” within the meaning of the U.S. Copyright Act and of which the grantee institution is deemed an author or co-author.

Unless otherwise agreed, title to an Invention shall reside with the grantee institution pursuant to the grantee institution’s intellectual property ownership and licensing policies. The grantee institution agrees to use diligent efforts in obtaining patent and/or copyright protection, as applicable, and in commercializing the Invention. CRI, the grantee institution and the researcher will enter into a revenue sharing agreement in substantially the form of CRI's standard form of revenue sharing agreement, in a timely fashion prior to generation of Net Income from any Invention.

CRI’s share of Net Income from an Invention shall be based on the proportionate amount of direct costs paid by CRI, the grantee institution and other funders, if any, to the research that resulted in the Invention. The first \$250,000 of Net Income will not be subject to CRI’s share. “Net Income” is defined as income or other consideration resulting from the licensing, assignment or other commercialization of the Invention, less (a) any out-of-pocket expenses of the grantee institution (or the researcher, as the case may be) related to securing intellectual property protection for and commercialization of the Invention, and (b) distributions payable to inventors of the Invention (other than amounts paid as salary or other compensation or stipend support included as direct costs).

Upon the completion of each award year, and on the first anniversary of the last day of the final award year, the grantee institution, the researcher and, where applicable, the sponsor, shall complete and submit to CRI CRI’s standard Intellectual Property Disclosure Form to indicate whether any Invention was developed in the performance of the relevant CRI-funded research. If an Invention was so developed, the grantee institution shall thereafter complete and submit to CRI CRI’s standard Intellectual Property Annual Update form to indicate the status of any patents and copyrights and applications therefore, licensing, assignment or other commercialization of the Invention, and Net Income (and related amounts owed to CRI) during the prior year. All information disclosed to CRI marked “Confidential,” or, if disclosed orally, described as confidential and promptly confirmed in writing by the grantee institution to be of a confidential nature, will be held in strict confidence and will not be disclosed to any third party without the prior written consent of the grantee institution.

### **International Immunotherapy Conference**

12. The Cancer Research Institute requires that all fellows attend the Institute’s annual immunotherapy conference and present a poster at the meeting. The meeting is traditionally held in the fall. CRI will waive the registration fee and cover travel-related expenses for its fellows.

### **Fellowship Transfer**

13. Permission to transfer the fellowship to a new sponsor must be requested in advance and will be considered by the Fellowship Committee only under unusual circumstances. The following documentation should be submitted to [grants@cancerresearch.org](mailto:grants@cancerresearch.org): (1) fellow’s request stating the reason for the transfer; (2) approval by the current sponsor to transfer the fellowship and to release any research materials necessary to continue the project elsewhere; (3) letter from the new sponsor outlining the rationale behind the transfer; (4) the new sponsor’s curriculum vitae and bibliography; (5) a new research plan describing research changes occasioned by the transfer, if applicable.

### **Termination**

14. If for any reason the fellow terminates the fellowship before the end of the funding period, the Cancer Research Institute must be notified immediately. A final progress report must be submitted at that time. A refund of any unexpended balance from the stipend or institutional allowance must be submitted within 30 days of termination.

**Acceptance**

To confirm your acceptance of this award and its terms and conditions, please sign below and return this form to the Cancer Research Institute within ten (10) working days of award notification. Be sure to keep a copy of this form for your records.

Upon acceptance, please also send at least one high resolution photo of yourself to [grants@cancerresearch.org](mailto:grants@cancerresearch.org). Personal or professional headshots, as well as laboratory shots, are acceptable.

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