

**UCSF Helen Diller Family Comprehensive Cancer Center  
American Cancer Society  
Individual Research Award Application  
Instructions**

**Purpose of American Cancer Society Individual Research Award**

This program is to make seed funding available to encourage junior investigators to initiate promising new projects in cancer-related research that may enable them to compete successfully for national research grants. Targeted are projects in basic, clinical, health policy, health services, psychosocial and behavioral, epidemiologic, and control research that seek to answer fundamental questions about the development and nature of cancer; have direct application to the prevention, diagnosis, and treatment of cancer; relate to health policy or delivery of cancer care; investigate the psychosocial and behavioral impact of cancer; or study the circumstances under which cancer occurs in populations.

**Summary of Information re: Application Packet**

The following Application Form Pages are included in the application packet:

- Face Page (page 1)
- Proposed Budget (page 2)
- Budget Justification (page 3)
- Cancer Relevance Information (page 4-5)
- Description of Project Page (page 6)

Additional Required Materials with Application Submission:

- NIH Biosketch

Other Possible Materials:

- Letter of Support (optional)
- Supplemental Material (if applicable)
- Appendix: Letters from Collaborators (if required)

**Requirements for Submission of Application**

- Formatting: Margins .5", Font Arial 11 point
- A PDF document of the full application (including face page with both required signatures) must be sent via email.

**Notification to Applicants**

Notification to all applicants will occur approximately six weeks after the deadline for application submission.

**1) Submit a PDF of the full application (including the completed face page with signatures) before 12:00 noon on December 2, 2019 to:**

Meredith Donnelly, Research Grant Program Officer  
Meredith.Donnelly@ucsf.edu

**If you have questions, please contact Meredith Donnelly (502-2186 or Meredith.Donnelly@ucsf.edu)**

**American Cancer Society  
Individual Research Award Application  
Instructions  
(continued)**

**Details of Information re: Application Packet**

**Application Form Pages**

**1. Face Page**

1. Title of Project: Use only the space allotted.
2. Principal Investigator Name: Name of Principal Investigator (PI) who will have primary responsibility for implementing this proposal.
- 3-8. Information on PI: Self-explanatory.
9. Dates of Proposed Budget Period: Enter the period of work which will be required for the project. The period should be no more than 12 months.
10. Costs Requested for Budget Period: The total budget amount for this proposal. Awards will not exceed \$30,000.
- 11-12. Research on Human/Animal Subjects: JUST IN TIME - If awarded, you will be requested to provide evidence of CHR/CAR approval.
13. Principal Investigator Signature: Assurance that PI has agreed to abide by guidelines.
14. Signature of Department Chair: Assurance that PI has salary support and sufficient space.

**2. Budget**

Awards will not exceed \$30,000.

- Personnel: This may include salary support for technical or laboratory personnel. No support is allowed for principal investigators. Include name, role on project, % effort, salary, fringe benefits, and total costs.
- Permanent Equipment: Only equipment costing less than \$500 is allowed. Special justification and permission from ACS is necessary for items over this amount. Itemize each piece of equipment.
- Supplies: Allowable items include research supplies and animal maintenance.
- Stipends: Allowable for graduate students and postdoctoral assistants if their role is to promote and sustain the project.
- Domestic travel: Allowable when necessary to carry out proposed research.
- Other Expenses: Allowable items include publication costs and reprints, computer time, special fees (pathology, photography, etc.), and registration fees at scientific meetings.

Unallowable costs include administrative personnel, tuition, foreign travel, honoraria and travel expenses for visiting lecturers, per diem hospital bed charges, non-medical services to patients, construction, alterations or building maintenance, periodicals and books, office and lab furniture, office equipment and supplies, space rental, recruiting and relocating expenses, and dues/membership fees in scientific societies.

All unexpended funds revert to the UCSF Helen Diller Family Comprehensive Cancer Center/ACS Research Award Review Committee. An accounting of expenses will be required at the end of the budget period.

**3. Budget Justification**

Provide justification for each item listed above. For personnel expenses, describe each person's role on project. Special justification and permission from ACS is necessary for equipment items over \$500.

**4-5. Cancer Relevance Information**

Information on these pages is required by the American Cancer Society.

## 6. Description of Project

Maximum length: 4 pages (not including references), single-spaced, Font: Arial 11 point.

Organize this section similar to an NIH grant, including answers to the following questions: What do you intend to do? What are your specific aims? Why is the work important? What is its relevance to one or more of the target research areas? What has already been done? How are you going to do the work?

The suggested format is as follows:

- a. Specific Aims: State concisely and realistically what the research is intended to accomplish and/or what hypothesis is to be tested. List measurable objectives.
- b. Significance and Background: Briefly describe the proposal in terms of its significance, reviewing the most significant previous work and current status of related research. State the rationale behind the approach. Include relevant long-term goals and implications of possible results.
- c. Relevance to Priority Areas: Describe the relevance of this project to one or more of the target research areas. (Please refer to "Section I. Priority Areas" on page 4 in the application document.)
- d. Experimental Design/Brief Methods of Procedure: Give condensed details for the proposal, including nature of human subjects (or animal), sampling procedures, experimental methods, kinds of data expected, and data collection procedures to be followed. Include estimates of sample sizes (numbers of animals, tissue or other specimens, or human subjects), some indication of the statistical power of the study, and proposed methods of statistical analysis. When human subjects are involved, describe the precautions to ensure patient safety and confidentiality. Briefly describe the facilities and resources available to the investigator for conduct of the study.
- e. References: As applicable to text. *Limit to one page.*

### Additional Required Materials

- **NIH Biosketch** (maximum length: 4 pages) - Submit appropriately formatted NIH biosketch including Section C, Research Support

### Other Possible Materials

- **Letter of Support** (optional)
- **Supplemental Material** (maximum length: 2 pages) - No supplemental material except for tables or graphs referring directly to the text of the application should be enclosed.
- **Appendix:**  
*If this is an application with collaborators:*  
**Letters from Collaborators** - If applicable, attach letters from collaborators describing their role in the project.