



## Grant and Fellowship Program Frequently Asked Questions

The Prevent Cancer Foundation® is the *only* U.S.-based nonprofit organization solely dedicated to cancer prevention and early detection. Our mission is saving lives across all populations through cancer prevention and early detection. Our vision is to *Stop Cancer Before It Starts!*® The Foundation funds important research grants and fellowships at some of the most prestigious academic institutions and medical centers across the U.S. The goal of the Prevent Cancer Foundation’s research program is to identify and fund innovative projects with the potential to make substantial contributions to cancer prevention or early detection. **To advance the Prevent Cancer Foundation’s bold goal to reduce cancer deaths by 40% by 2035, the Foundation is proud to support research projects dedicated to increasing cancer prevention and early detection.**

For more information, visit <https://www.preventcancer.org/research/grants-fellowships/>. To view past-award recipients, visit <https://www.preventcancer.org/research/researcher-profiles/>, and to view research facts at a glance, visit <https://www.preventcancer.org/research/facts-at-a-glance/>.

### **General Proposal Questions**

#### **Q: What kinds of research does the Foundation fund?**

**A:** If successful, research projects reduce the frequency of epithelial neoplasms: e.g., brain, head and neck, lung, breast, prostate, uterus, cervix, ovary, esophagus, stomach, colon, pancreas, liver, skin (including melanoma), HPV-related cancers or hematologic malignancies.

**Primary prevention:** reverse or inhibit the carcinogenic process through modifications to diet, tobacco use, physical activity, or alcohol use or to environment including ultraviolet or occupational exposure.

- Examples of methodology: behavioral, including the use of social media or texting, or pharmacologic (chemopreventive) or immunologic approaches.

**Secondary prevention:** screening and early detection.

- Examples of methodology: immunologic, molecular, genetic or imaging (including endoscopic) techniques. Approaches using innovative technologies, including social media, health trackers or artificial intelligence, to study topics such as how to overcome barriers to screening or to reduce disparities in screening.

#### **Q: How does the Foundation define cancer prevention?**

**A:** The Foundation defines cancer prevention as the “reduction of cancer incidence through research, education and early detection.” If you are uncertain your proposed project falls under the category of prevention/early detection, it may be helpful to look at the projects of some of our previously awarded recipients at

<https://www.preventcancer.org/research/researcher-profiles/#awardees>.

**Q: What is meant by translational research?**

**A:** Science-based approaches that move into clinical application.

**Q: Is the award amount for Grants and Fellowships the same?**

**A:** Yes, the award amount for both Grants and Fellowships is \$50,000 per year for two years, totaling \$100,000.

**Q: What is the difference between a Grant and a Fellowship, and which one should I apply for?**

**A:** There are several differences between a Grant and a Fellowship. A **Fellowship** is for investigators at the post-doctoral level who wish to pursue a career in early detection and cancer prevention research.

A **grant** is generally for early-career researchers at the Instructor or Assistant Professor level but can be awarded to post-doctoral level applicants and senior researchers who need seed funding to evaluate an innovative cancer prevention or early detection hypothesis.

**Fellowships** require that the applicant (Fellow) have a mentor to supervise the research and optimize the learning environment for the Fellow to develop as a researcher. Fellows must fulfill an educational requirement by enrolling in one to two courses per year (**for a grade**) in an area in which the candidate has not received prior training and is relevant to his/her cancer prevention and early detection research training.

As with **grant** awards, Prevent Cancer Foundation fellowship awards are highly competitive. For a fellowship application, it is critical that there is clear development of an original proposal based on the applicant's original ideas, with benefit of a mentor's input. (In the required mentor letter, a mentor is **strongly encouraged** to address the independent contributions of the fellowship applicant.) A description of the proposed fellow's career trajectory as related to the prevention and /or early detection of cancer over the next three years should also be included in the mentor letter.

It is up to the applicant to determine which type of award is best for him/her. Fellowship awards are limited to **postdoctoral level applicants ONLY**. Therefore, only graduate students who will have their doctoral degrees before the project start date are eligible to apply. Grants can be awarded to postdoctoral-level applicants but are open to researchers at **any academic level** who need seed funding to test an innovative hypothesis. Grant awards are far more competitive and have more-experienced researchers applying for them. The Fellowship is recommended if you are a postdoctoral student.

**Q: Can I convert my fellowship into a grant if I receive a promotion to an assistant professor position?**

**A:** If awarded a Prevent Cancer Foundation Fellowship, it is our hope that this will help you advance in your career in the field of cancer prevention/early detection. If awarded a Prevent Cancer Fellowship, you will remain as a Fellow for the duration of your award. Your requirements for mentorship and coursework will remain the same.

**Q: What other advice do you have for Fellowship applicants?**

**A:** We highly advise you to include information about your training environment, explain how your course work strengthens your skill sets and knowledge of cancer prevention and early detection. Also include opportunities for mentorship and professional growth. These are essential components of the review.

Additionally, your proposal must have a biographical sketch of your mentor and a mentor letter of support, and your mentor must be listed in the budget and budget justification sections, even if he or she is providing in-kind support.

**Eligibility Questions**

**Q: May a post-doc apply for a Grant without holding a faculty position?**

**A:** Yes, awards begin at the postdoctoral level. However, the applicant will be in competition with applicants on tenure tracks, possibly with greater experience and expertise. Generally, it is recommended that postdoctoral students apply for the Fellowship award.

**Q: Is an academic pharmacist eligible to apply?**

**A:** Yes, researchers with relevant academic or professional degrees (e.g., MD, PharmD, PhD) who are conducting cancer prevention/early detection research are eligible to apply. Note that any physician who receives an award may be required to sign the Sunshine Act Physician Payment Information Form.

**Q: I am interested in applying for the research Fellowship. I am a foreign Postdoctoral Fellow at an institution in the United States. Am I eligible to apply?**

**A:** Yes, you are eligible to apply. There is no citizenship restriction for the Prevent Cancer Foundation's Grant and Fellowship program. However, all research must be conducted primarily in the United States.

**Q: Are there restrictions on how many investigators may apply from the same institution?**

**A:** No, there are no restrictions.

**Q: My institution receives funds from a tobacco company. Am I still eligible to apply?**

**A:** The Prevent Cancer Foundation's current policy states that funds will be awarded only to individuals (Principal Investigators or Fellows) who do not currently accept or have not accepted funding in the previous four years from the tobacco industry (defined as industries related to tobacco, e-cigarettes or other nicotine products). See the guidelines for the complete policy details. Acceptance of funds from organizations administering the Master Settlement Agreement does not exclude an individual from receiving funds from the Prevent Cancer Foundation. **The Grant or Fellowship applicant must sign the Prevent Cancer Foundation Statement of Compliance with Tobacco Policy stating that he/she (and his/her mentor if applicable) does not accept tobacco-industry funding, as outlined above. The proposal will be considered incomplete if the signed statement is not included with the electronic submission.**

**Q: What proof do I need to submit to demonstrate my organizations' non-profit status?**

**A:** Eligible organizations include nonprofit organizations that are exempt under Section 501(c)3 of the Internal Revenue Code, Independent sponsored projects of a nonprofit 501(c)3 organization acting as a fiscal sponsor, government, and public agencies. Upload your organization's IRS determination letter or other official documentation verifying your status as a nonprofit, academic institution, or government agency.

**Q: I submitted a proposal in the last couple of years that was not funded. Can I reapply with a similar project?**

**A:** Resubmission of same or slightly changed proposals will **not** be accepted for this 2022 Cycle. We accept resubmissions **only** from applicants who were specifically invited to reapply. If you were invited to reapply in a future cycle, keep in mind that a revised proposal would not have a guarantee of any particular outcome and would go through the same competitive review process as all other proposals.

### **Research Plan Questions**

**Q: What is the character or page limits of the proposal?**

**A:** The character or page limit for each section is as follows:

- Layman's Summary = 2000 characters
- Technical Abstract = 2000 characters
- Cancer Prevention Statement = 300 characters
- Career Plans = 2000 character maximum
- Statement of Significance = 1 page
- Specific Aims = 1 page
- Background = 2 pages
- Methods = 5 pages
- Timetable = 1 page
- Evaluation = 2 pages
- Biographical Sketch = 5 pages/per person
- Budget = per year (must use ProposalCentral Section 8 and 9)
- Budget Justification = per year (must use ProposalCentral Section 8 (up to 8000 characters))
- Resubmission = **of same or slightly changed proposals not being accepted in the 2022 cycle**
- Appendix = No limit (articles should be referenced but not included in the appendix)

Once a proposal application is started in proposalCENTRAL, the **Research Plan Template** may be downloaded.

**Q: What are the requirements for font size?**

**A:** Proposals should be typed in Arial or Times New Roman **11-point** font size only. Proposals **with smaller fonts will be automatically disqualified.**

**Q: Who is considered key personnel and must submit a biographical sketch in the proposal?**

**A:** Key personnel are individuals who contribute to the scientific development or execution of a project in a substantive and measurable manner (whether or not they receive salaries or compensation under the grant). **Key personnel can include staff members at the master's or baccalaureate level (such as graduate students and research students).**

**Q: What should be included in the Evaluation section of the Research Plan?**

**A:** For a Grant or Fellowship, the Evaluation section should include a plan for measuring the specific aims. Even if you think that you have already covered your evaluation plan in the Methods section, list your evaluation plan (**again**) in the Evaluation section. This can be done in many formats, using bullets, broken up by specific aims or in paragraphs.

For **Fellowships**, the Evaluation section must also include information on how the Fellow's progress will be measured in the training environment.

**Q: Who will read the Layman's Summary?**

**A:** The Layman's Summary may be shared with various audiences including, but not limited for Prevent Cancer Foundation Board members, Scientific Review Panel members, and donors.

**Q: Where do I include references for my Research Plan?**

**A:** All references, for any section of your Research Plan, should go into the **Appendix** section. This way, references or works cited will **not be included in your page count**. Articles should be referenced but not included in the appendix.

**Q: What is the applicant demographics section used for?**

**A:** The applicant demographic information is for internal use by the Foundation. While "choose not to disclose" is an option, we strongly encourage all applicants to specify their gender, race, ethnicity, and sexual orientation. We use this information for statistical purposes to understand the diversity of our applicant pool. This information is not shared with peer reviewers and it is not considered at peer review.

## **Research Budget Questions**

**Q: Where do I access the new budget and Budget Justification pages?**

**A:** The budget and budget justification pages are part of the ProposalCentral online application located in **Section 7: Budget Period Detail** and **Section 8: Budget Summary and Justification**. Enter the budget and budget justification for each year of your project explaining your major budget categories: Personnel Cost, Consultant Costs, Supplies, Travel, and other expenses.

**Q: Do you accept indirect costs?**

**A:** The Prevent Cancer Foundation does **not** cover any indirect costs. Equipment, such as computers, refrigerators, freezers, etc., is generally seen as an indirect cost. Software is also a cost that is generally not covered. It is up to the Scientific Review Panel to determine

if an indirect cost is allowable based on justification and overall feasibility of conducting the research within the awarded amount.

Occasionally, a researcher will request to purchase a computer (or other equipment) at the end of the project, in an attempt to use unspent funds. This is absolutely not allowable.

If a research project requires a very specific type of software (i.e., a specific statistics program for a meta-analysis), it is highly unlikely but may be permitted at the discretion of the Vice President of Programs and the Scientific Review Panel.

**Q: May unspent money from the first year be rolled over into the second year?**

**A:** Absolutely. The researcher should file an official signed financial report at the end of the first year as part of the reporting requirements. Include information in the final financial report about the use of funds rolled over.

**Q: Do all collaborators on the project need to be listed in the budget? What if they are providing in-kind contributions?**

**A:** Yes, all collaborators or any key personnel should have a completed biographical sketch and be listed in the budget and budget justification, even if **they are providing in-kind** contributions. This includes mentors for fellowship applicants.

**Q: How much is the application fee?**

**A:** There is **no** application fee.

**Q: Where is the *Signature Page* in the application?**

**A:** The Signature Page is generated once you ‘validate’ your application. This step is done after you enter all required online fields and upload the required documents (required documents are 1) signed Tobacco Policy Compliance form, 2) completed proposal, 3) proof of tax-exempt status). The Signature Page will be populated with your proposal information and can be accessed on the “Download Application Attachments & Signature Page” page. You must submit e-signatures for both the Project Director and the Signing Official for your institution.

**Q: Are e-signatures allowed?**

**A:** Yes, e-signatures are acceptable.

**Q: When will I be notified of Prevent Cancer Foundation’s decision?**

**A:** For the 2022 funding cycle, you will be notified about your application status via ProposalCentral e-mail on **Thursday, December 1, 2022**. Hard-copy letters will not be sent.

**Q: Will I receive written reviews of my proposal?**

**A:** If your proposal passes both the administrative and eligibility reviews and receives a **full technical review**, you will receive written feedback. If your proposal is not aligned with the Foundation’s focus on cancer prevention/early detection and/or does not pass the administrative review, you will **not** receive written feedback from the reviewers.

## **No-Cost Extensions**

**Q: What is the Prevent Cancer Foundation’s policy on no-cost extensions?**

**A:** The Prevent Cancer Foundation offers a maximum of one six-month no-cost extension. A request must be submitted in writing by email with a brief explanation of why the extension is necessary **at least two months prior** to the project end date. **The final payment of a Grant or Fellowship will be held pending receipt of final report, financial report and personal statement. Reports are due three months after the new project end date.**

## **Grant/Fellowship Award Payments**

**Q: I was awarded a Grant. When can I expect payments to be sent out?**

**A:** The Prevent Cancer Foundation has a new Grant and Fellowship payment schedule. If your project is on schedule, your institution should expect payments in April, January, and October. A table showing a detail payment date is included in the guidelines.

<b>Report Type</b>	<b>Due Date</b>	<b>Award Payment</b>
Interim Progress Report, Personal Impact Statement, and Signed Financial Statement	December 15, 2023	January 2024
Final Progress Report, Personal Impact Statement, and Signed Financial Statement	April 15, 2025	April 30, 2025

**Q: Why haven’t we received the second and fourth payment for year 1 or year 2?**

**A:** The second and fourth payment of each year is held until the Grantee or Fellow submits a progress report, personal impact statement and signed financial report as part of the post-award reporting requirements. For year one, the reports are due **one month prior** to the mid-point. For year two, the reports are due **within three months after** the official end date, including no-cost extensions. Once satisfactory reports are received, the final payment is released.

## **Sunshine Act**

**Q: I am a physician. If I get an award, do I need to follow the Sunshine Act?**

**A:** A physician who gets an award may be required to sign the Sunshine Act Physician Payment Information Form.