



## GRANT GUIDELINES

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/>.

**Eligible proposals must be original and clearly describe pre-clinical, translational, clinical or population-based research projects in the field of cancer prevention or early detection:**

- 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.

### **Important Information for Applicants**

- Proposals must fall within the scope of the Foundation's mission and funding priorities to be considered. The issue of relevance to cancer prevention or early detection must be convincingly addressed in the proposal.

- The goal of the Foundation’s research program is to provide seed funding for **innovative projects** expected to lead to future funding from other peer-reviewed sources.
- All proposals must demonstrate substantial near-term potential for impact on cancer prevention or early detection. Pre-clinical research with clear applicability to cancer prevention/early detection is acceptable, provided a translational relationship is evident within 5 years.
- Applicants need not be United States citizens. However, research must be conducted primarily in the United States.

**The following will not be considered:**

- Basic science (in vitro) studies, even if meritorious, are outside the scope of this funding mechanism and will not be reviewed.
- Proposals from fellowship applicants or their mentors who have been funded by the **tobacco or vaping industries** will not be considered.
- Studies related to therapy for established or advanced cancer are not appropriate.
- An incomplete proposal, such as one lacking a biostatistical analysis, will not be considered.
- Resubmission of same or slightly changed proposals will **not** be accepted for this 2022 Cycle.

An eligible proposal must **demonstrate substantial potential for impact on prevention/early detection of cancer.**

**Policy on Tobacco-Industry Funding and Conflicts of Interest**

Scientific investigators or health professionals who are currently funded by the tobacco industry for any project, or who have been funded by the tobacco industry (defined as industries related to tobacco, e-cigarettes or other nicotine products) during the previous four years, or whose named mentors in the case of mentored fellowships are funded by the tobacco industry for any project (currently or during the previous four years) may not apply and will not be eligible for the Prevent Cancer Foundation research grants or fellowships. This policy has been in effect since January 1, 2007.

Scientific investigators, health professionals, or named mentors who accept funding from the tobacco industry for any project during the tenure of a Prevent Cancer Foundation research award must inform the Foundation of such funding, whereupon the Foundation grant or fellowship will immediately be terminated. Tobacco industry funding includes the receipt of 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 (e.g., a corporate foundation) 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 name of a tobacco company or cigarette brand is 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
- Funds from the Master Settlement Agreement of November 23, 1998

For purposes of the Prevent Cancer Foundation grants and fellowships, tobacco industry funding is defined as money provided or used for all or any of the costs of the research, including personnel, consumables, equipment, buildings, travel, meetings and conferences, and operating costs for laboratories and offices.

Applicants who would like Foundation funding for their research must disclose any financial relationships that may impact the integrity of science and results.

**The grant applicant must sign the Prevent Cancer Foundation Statement of Compliance with Tobacco Policy that he/she does not accept tobacco-industry funding, as outlined above. The proposal will be considered incomplete if the signed statement is not included.**

## PROPOSAL POLICIES

### Award Amount

Grants will be awarded for two years at \$50,000 per year, for a total of \$100,000. See **POST-AWARD REQUIREMENTS** for information about required interim and final progress reports. The goal of the Foundation's research program is to identify and to provide seed funding for **innovative projects** with the potential to make substantial contributions to cancer prevention or early detection and to lead to future funding from other peer-reviewed sources. Therefore, Fellowships are non-renewable.

Awards are derived from funds raised by the Prevent Cancer Foundation. The amount of funding for the program and the number of grants awarded may vary from year to year. The Foundation is under no obligation to award a certain number of grants in any given year. Financial support for proposals which are eligible for funding is at the discretion of the Board of Directors.

## Proposal Submission Checklist

### Before you submit your proposal:

- Verify that all sections are complete. **Incomplete proposals will not be reviewed.**
- Include letters of support/collaboration as part of the appendix.
- Include Biosketches of all **key personnel (see page 8 to review key personnel definition).**
- Verify that page limits have not been exceeded. All page lengths refer to single-sided pages. Proposals exceeding any page limit will not be reviewed.
- Verify that all page numbers are correct.
- Be sure to put the Principal Investigator's name and Project Title in the Document Header above the words "Grant Proposal."
- Sign Statement of Compliance with the Tobacco Policy verifying that the applicant does not accept tobacco-industry funding. Include the statement in the required uploads section of the online proposal application.
- Sign an e-signature to Application Signature page found in the "*Signature Pages*" section of the online application (this page is **auto-populated** with information from your online application).
- Submit your proof of your institution's non-profit status. Include this documentation in the required uploads section of the online application.
- Submit research plan and entire electronic grant proposal through proposalCENTRAL's grant submission system.

## 2022 AWARD TIMELINE

Post-Award Deliverables and Payment Timeline	
	<b>2023</b>
First Payment	April 30
Year-1: Progress Report, Personal Impact Statement and Signed Financial Report Due	December 15
	<b>2024</b>
Second Payment*	January 30
Third Payment	October 30
	<b>2025</b>
Project End Date	January 14
Year 2: Final Progress Report, Personal Impact Statement and Signed Cumulative Financial Report Due - 3 months after project end date	April 15
Final Payment*	April 30

\*Disbursement of second and final payment is contingent upon receipt of satisfactory program and signed financial reports outlined under section entitled “POST-AWARD REQUIREMENTS.”

Note: The Prevent Cancer Foundation reserves the right to alter the project dates as necessary. Applicants whose proposals do not fit within the scope of the Prevent Cancer Foundation's mission, and do not pass administrative or eligibility criteria will be notified with all other applicants by **December 1, 2022**.

## OVERVIEW OF RESEARCH PROPOSAL

All page lengths refer to single-sided pages. Proposals with any section exceeding any page limit will not be reviewed.

As with grant awards, Prevent Cancer Foundation fellowship awards are highly competitive. For fellowship proposals, it is critical that there is clear development of a proposed study based on the applicant's original ideas, with benefit of a mentor's input.

### Online Fields

- **Layman's Summary:** A statement of no more than **2000** characters explaining the subject of your research proposal, geared towards people who are not trained in the sciences. State how the work is significant to cancer prevention/early detection. This summary provided will help the public, the Foundation's Board members, and donors understand the nature of your work. It also demonstrates that the researcher has a clear grasp of the project's significance to cancer prevention/early detection. The Foundation may use the summary for communicating to local media about the

Foundation's funded research projects. Therefore, do not include proprietary/confidential information.

- **Technical Abstract:** A scientific abstract of no more than **2000** characters suitable for a formal scientific or medical training audience. The technical abstract will not be shared with the public, media, or donors.
- **Cancer Prevention Statement (300 characters):** In **non-technical** language, briefly describe the relevance of this proposal to cancer prevention/early detection.
- **Career Plans (2000 character limit):** Share your career plans for the next three years to make clear that, if you are awarded, you can fulfill the two-year award.

**Research Plan (after you have started your application on ProposalCentral, you can download a copy of the research plan)**

- **Statement of Significance (1 page):** A description of the expected educational benefit of this project. State how this project will help you meet long-term career goals regarding cancer prevention/early detection research or education. Be sure to describe how your educational environment enhances your prevention/early detection research. Explain how your class choices will round out your skills and knowledge of cancer prevention/early detection.
- **Specific Aims (1 page):** A statement of the goals, objectives and relevance to the Foundation's funding priorities. *Proposals which are not directly related to cancer prevention/early detection will not be considered.*
- **Background (2 pages):** A statement of the problem or need that will be addressed by the proposed project.
- **Methods (5 pages):** A statement of the methodology to be used in achieving the specific aims, including an adequate biostatistical analysis.
- **Timetable (1 page):** A timetable for implementing the proposed project. Reviewers will weigh heavily the feasibility of completing the project within the two-year time frame.
- **Evaluation (2 pages):** A detailed evaluation plan that addresses the specific project activities outlined within your methodology. Also address how specific educational objectives will be achieved and list the courses the fellow will complete in order to fulfill the educational requirement of the Prevent Cancer Foundation's fellowship program.
- **Biographical Sketch (Up to 5 pages per person):** Biographical sketches must be completed for **all key personnel** listed in the budget (see below for budget listing requirements). Key personnel include individuals who contribute to the scientific

development or execution of a project in a **substantive and measurable** way (whether or not they receive salaries or compensation under the grant).

**Key Personnel** can include individuals at the master's or baccalaureate level (such as graduate students and research assistants) if they meet this definition. The 'Role on Project' needs to match the role listed in the budget.

- **Grant Budgets (per year) and Budget Justification (per year): Indirect costs will not be covered.**

**Personnel** – The names of **all** personnel involved in a **substantive and measurable** way on the project, whether or not salaries are requested. Fringe benefits may be requested if benefits are treated by the applicant's institution as a direct cost to all sponsors. The percentage of salary requested **cannot** exceed the percent effort for each person. Justify personnel expenses by briefly explaining the services each person will perform or knowledge he or she brings to the project.

**Consultant Costs** – The names and institutional affiliations of any and all consultants, including statisticians, who have agreed to serve on the project and are not listed under personnel. Under budget justification, describe consultant services to be performed, the number of days, rate of compensation, and other associated costs.

**Indirect Costs – will not be covered.**

**Use of Funds** – The Prevent Cancer Foundation funds must be used for the specific purpose for which they are awarded unless written permission for changing the purpose is granted from the Foundation. The Foundation will not make grants for construction of buildings or purchase of land.

**For applicants considering reapplying: The Prevent Cancer Foundation will not accept resubmission of same or slightly changed proposals for the 2022 cycle**

- **Appendix:** List of literature cited should be included as part of the appendix. It does not count towards page limits. Articles should be referenced but not included in the appendix. Also, the appendix should include any letters of support or collaboration.
  - Letters of support or collaboration are encouraged, especially if the success of the proposed project is critically dependent on access to another individual's professional assistance, supplies or equipment.
- **Certification for Human Subjects:** If activities involving human subjects are planned at any time during the proposed project period, you must submit a letter of approval from your Institutional Review Board (IRB). Letters of approval are not required at the time of proposal. If you receive a notification of award from the Prevent Cancer Foundation, you must verify IRB approval within 60 days after the award notification. The letter must be dated no earlier than one year before the proposal is submitted. **If verification of IRB**

**approval is not received within 60 days after the award notification, the proposal will be considered incomplete and an award will not be made.**

- **Certification for Vertebrate Animals:** If activities involving vertebrate animals are planned at any time during the proposed project period, you must submit a letter of approval by the Institutional Animal Care and Use Committee (IACUC). Letters of approval are not required at the time of proposal. If you receive a notification of award from the Prevent Cancer Foundation, you must verify IACUC approval within 60 days after the award notification. The letter must be dated no earlier than one year before the proposal is submitted. **If verification of IACUC approval is not received within 60 days after the award notification, the proposal will be considered incomplete and an award will not be made.**
- **Applicant Demographic Data Information:** The applicant demographic information is for use internally by the Prevent Cancer 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 accessible to peer reviewers and is not considered at peer review. By sharing this information with us, you help Prevent Cancer Foundation track our progress and identify areas that need further improvement.

## **GRANT REVIEW CRITERIA**

Grant proposals are evaluated by an independent external Scientific Review Panel following a peer-review process similar to that of the National Institutes of Health. However, the Prevent Cancer Foundation is a 501(c)(3) foundation, which is supported by the general public.

**Proposals not meeting the Foundation's funding guidelines will not be considered by the peer review panel.**

### **Administrative and Eligibility Review**

- All proposals are reviewed for their completeness and compliance with the guidelines. Any incomplete proposal or a proposal that is non-compliant with stated guidelines will be disqualified.
- The Scientific Review Panel and co-chairs will determine if a proposal does not qualify as prevention/early detection, or the science is too basic. They will also determine whether proposals fall within the scope of the Foundation’s mission and its funding priorities in order to be considered for scientific review.

### **Scientific Review Criteria**

A **grade** will be given by the Scientific Review Panel according to the following criteria:

- Clarity of specific aims and significance to cancer prevention/early detection



- Quality of the institutional research professional development environment
- Methodology
- Relevance of supporting data
- Competence of applicant/fellow and supporting personnel
- Appropriateness of project size to resources and timeline
- Budget

**Grades will be based on:**

- Quality of the research professional development environment
- Scientific merit of the training project
- Potential for future impact on the field, given the innovative nature of the project
- Qualifications of the candidate
- Qualifications of the mentor
- Estimated potential of the fellowship candidate to establish a career in cancer prevention/early detection
- Achievability of the project's specific aims within the two-year time frame

**\*If your proposal passes both the administrative and eligibility reviews and is given a full technical review, you will receive written feedback. If your proposal does not pass the administrative review or is considered not qualify as cancer prevention/early detection or the science is too basic for review, you will not receive written feedback from the reviewers.**

\*Reviewer comments will be shared with applicants; grades are **not** shared.

### **POST-AWARD REQUIREMENTS**

All grant and fellowship awardees must adhere to the following requirements.

**Yearly Reporting (must be submitted via ProposalCentral)**

- An interim progress report, personal impact statement and a signed financial statement are **due one month prior to the end of year one**. The second year of funding is contingent upon a satisfactory year-one progress report. (See reporting requirements bulleted below.)
- A final progress report, personal impact statement and signed cumulative financial report are **due three months after the end of year two (see timeline on page 7)**. The final report must include a full cumulative accounting of project expenditures. The fourth and final payment of an award will *not be made* until the Prevent Cancer Foundation has received all required year-two reports.
  - **Requirements for Interim and Final Reports Progress Report (3-6 pages)**  
Summarize the main focus of your research and clearly state your findings. Specify how the research results met the objectives established in your proposal. This report should include but is not limited to answering the following questions: Did you meet all of the goals you set out to achieve? If not, why not? What is the impact of your research on the current understanding of cancer prevention/early detection? What further research remains to be done?

- **Personal Impact Summary Statement (1-3 pages in general audience/non-technical language) may be shared with the Scientific Review Panel, Co-chairs, Prevent Cancer Foundation's Board of directors and donors.**

How has the funding provided by the Prevent Cancer Foundation helped your overall professional growth (e.g., journal submissions, career opportunities, new research focus)? Has this award led to other funding opportunities? Have you had the opportunity to report your findings at professional meetings? If fellowship, what courses have you taken and how has this helped you in your professional pursuits? What impact or potential impact do your findings have on the field of cancer prevention and/or early detection?

- **Financial Statement**

Give a breakdown by category (i.e., personnel, supplies, etc.) of how the Foundation's funds were utilized. This document should be filed and signed by the University's Office of Research Administration or other comparable source.

### **Publication of Award**

The awarded grant/fellowship must be publicized by the awardee institution, either in its own publications (student newspaper, alumni newsletter, institutional magazine, etc.) or in a local newspaper, with attribution to the Prevent Cancer Foundation and donor if applicable. Please forward copies of these news articles to the Foundation's Programs Division upon publication. Awardees should also send a reprint of all research published as a result of their Prevent Cancer Foundation award.

### **Peer-Reviewed Publications**

All publications, presentations, project materials, etc., must acknowledge the Foundation's support of the project by displaying the statement, "This project is supported by the Prevent Cancer Foundation." The awardee must also send reprints of all research published as a result of his/her Foundation award.

### **Authorization**

Funding of a proposal authorizes the Prevent Cancer Foundation to use the applicant's name, institution, and **proposal** information, including Layman Summary and Personal Summary Statement in soliciting contributions to fund its cancer research and educational programs. The awarded proposals may be featured on the Prevent Cancer Foundation website, blog, annual impact reports and other publications.

- Awardees should expect to answer additional questions or provide a personal interview regarding their work periodically throughout the two-year period to support future funding of the cancer research and educational programs.

### **Photo Submission and Photo Release**

The awardee must provide a hi-res photo (300 dpi, at least 1 MB) for use on the Foundation website, blog and/or other types of publications. If the awardee does not have a hi-res photo, the awardee must provide contact information for a staff person in the university press office.

See acceptance agreement for details. Please sign and return a photo release form along with the signed Acceptance Agreement. The awarded proposals will be featured on the Prevent Cancer Foundation website, social media accounts (including LinkedIn, Instagram, Twitter, YouTube, Facebook, Tik Tok, blogs and other publications such as newsletters and annual impact reports.

### **No-Cost Extensions**

In the event that a project cannot be completed within the two-year timeline granted by the Foundation, a request for **one six-month, no-cost extension** must be submitted to the Programs Division at **least two** months prior to the project end date.

### **Final Payment Policy**

The Prevent Cancer Foundation will hold the final payment of all awarded grants and fellowships until receipt of the final progress report, personal statement and cumulative, signed financial statement. If these reports are not received within 6 months of the project end date (including no-cost extension end date), the Foundation will withdraw the final payment; no payment will be made. This policy is in effect as of June 1, 2006.

### **Sunshine Act**

Physicians who receive grant funding may be required to sign the Sunshine Act Physician Payment Information Form.

## **QUESTIONS?**

Check out our FAQs at: <https://preventcancer.org/research/grants-fellowships/>.

## **CONTACT INFORMATION**

All communication regarding the Grant and Fellowship Program should be directed to at [pcf@preventcancer.org](mailto:pcf@preventcancer.org).