AMERICAN CANCER SOCIETY CENTER FOR DIVERSITY IN CANCER RESEARCH TRAINING

ALL GRANT POLICIES

EFFECTIVE JANUARY 2024

ELECTRONIC APPLICATION DEADLINE: April 1 and October 15

AMERICAN CANCER SOCIETY, INC.
ACS Center for Diversity in Cancer Research Training

Web site: http://www.cancer.org
Email: DiversityResearchTraining@cancer.org

MISSION

The mission of the American Cancer Society is to improve the lives of people with cancer and their families through advocacy, research, and patient support, to ensure everyone has an opportunity to prevent, detect, treat, and survive cancer.

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1. DESCRIPTION OF THE ACS CENTER FOR DIVERSITY IN CANCER RESEARCH TRAINING AND FUNDING MECHANISMS OF THE ACS CENTER FOR DIVERSITY IN CANCER RESEARCH TRAINING

The American Cancer Society's (ACS) Center for Diversity in Cancer Research (DICR) Training aims to increase diversity in the cancer research workforce by increasing the number of individuals from backgrounds under-represented in the biomedical field. Initial programming will support underrepresented high school, college, and post-baccalaureate students and include exposure to oncology and cancer research as a career; mentorship; hands-on research experiences; and career development. The goal is to provide a pathway to address diversification of the cancer research workforce.

Specific populations are underrepresented in science, including grant funding, such as certain racial and ethnic groups, persons with disabilities, first generation college graduates, or those from socio-economically disadvantaged backgrounds. These groups are collectively called populations underrepresented in science. For more information, see Get the Facts | Diversity in Extramural Programs (nih.gov).

OVERVIEW OF ACS CENTER FOR DIVERSITY IN CANCER RESEARCH TRAINING GRANT MECHANISMS

ACS SUMMER HEALTHCARE EXPERIENCE (SHE) IN ONCOLOGY PROGRAM provides funding to institutions to develop and implement programming to provide introductory exposure to cancer research and oncology care for high school students from underrepresented groups who identify as females.

- **Eligibility for Principal Investigator (PI)**

  Principal Investigator/Program Director must have attained the rank of Assistant Professor (or equivalent), Associate or Full Professor at a US academic institution or eligible non-profit, have a track record of extramural cancer research funding, mentoring, publications in peer-reviewed journals, and administrative/leadership experience (i.e., deputy director or director of a program, center, or department).

- **Funding**

  Institutions are funded up to $25,000 to support exposure to cancer research and careers in oncology for high school students who identify as female. This includes stipend allowance of $500 per trainee for up to 20 students for the two-weeks students participate in the summer cancer research experience. The balance of the award may be used for other associated programmatic costs including up to $10,000 for staff support, career development and networking activities and team building. **Note:** ACS will directly pay eClose for the research didactics and research kits.

ACS DIVERSITY IN CANCER RESEARCH (DICR) INTERNSHIPS are awarded to institutions to support program implementation for a summer cancer research experience as well as longitudinal career development and networking activities for undergraduates from underrepresented groups in science.

- **Eligibility for Principal Investigator (PI)**

  Principal Investigator/Program Director must be a full-time faculty member and have attained the rank of Associate or Full Professor at a US academic institution or eligible non-profit, have a track record of extramural cancer research funding, mentoring junior investigators, publications in peer-reviewed journals, and administrative/leadership experience (i.e., deputy director or director of a program, center, or department).

- **Funding**
  Institutions are awarded a total of $22,000 - $44,000 per year (**all direct costs**), which will provide a $5,000 stipend to support each of the four to eight interns selected and an allowance is provided for the PI to use at their discretion to benefit the interns such as team building activities, offsetting housing or travel.

ACS DIVERSITY IN CANCER RESEARCH (DICR) POST- BACCALAUREATE FELLOWS PROGRAM is awarded to institutions to support implementation of a two-year cancer research certificate program for individuals with a bachelor's degree who intend to pursue a doctoral degree in biomedical science, data science, population health, public health, or a health profession.

- **Eligibility for Principal Investigator (PI)**

  Principal Investigator/ Program Director must be a full-time faculty member and have attained the rank of Associate or Full Professor at a US academic institution or eligible non-profit, have a track record of extramural cancer research funding, mentoring junior investigators, publications in peer-reviewed journals, and administrative/leadership experience (i.e., deputy director or director of a program, center, or department).

- **Funding**

  Institutions are awarded $660,000 which includes 10% allowable indirect costs. The award includes allowable expenses for program oversight and implementation and student expenses for cancer research career development during the 2-year certificate program which begin in August of 2025. Budget allocations includes costs for program oversight, career development, and a 2-year certificate program for four fellows to begin in August.

ACS DIVERSITY IN CANCER RESEARCH (DICR) FOSTERING INNOVATIVE AWARD (FIA)

- **Eligibility**

  Former and current ACS Research Professors and Clinical Research Professors are eligible for this award. Those interested in this award should discuss available opportunities with the Senior Vice President of the ACS Center for Diversity in Cancer Research Training. Send inquiries to DiversityResearchTraining@cancer.org.

- **Funding**

  The terms of this award will be flexible depending on the role and planned activities. The budget for this award is $25,000/year. The project period may be up to 5 years depending on the scope of responsibilities approved by the ACS Center for DICR Program Office .

2. AUTHORITY FOR MAKING GRANTS

All ACS Center for Diversity in Cancer Research (DICR) Training grants and awards are made by the Chief Executive Officer on behalf of the Society Board of Directors.

3. SOURCE OF FUNDS

The ACS Center for Diversity in Cancer Research Training obtains its funds principally from public donations collected annually by our many dedicated volunteers. To disseminate information about the American Cancer Society's Center for Diversity in Cancer Research Training to volunteers and the public, grantees may occasionally be asked to give brief presentations to professional and lay audiences.

4. WHO MAY APPLY

The American Cancer Society allows only one individual designated as principal investigator, responsible and accountable for the oversight of the program (i.e., no co-principal or multiple principal investigators).

Applicants applying for the ACS Center for Diversity in Cancer Research Training grants are permitted to apply for and be recipients of additional funding opportunities from the American Cancer Society, as long as the PI meets all other eligibility requirements for that funding mechanism. Except for the FIA awards, applicants cannot apply for an existing DICR Program grant that is active at your institution for the same mechanism by another faculty member. Applicants must be in a full-time faculty appointment at an eligible institution.

5. TOBACCO-INDUSTRY FUNDING POLICY

Principal investigators or individuals who are funded for any project by the tobacco industry, or whose named mentors are so funded, are not eligible for ACS grants. Any of these who accept tobacco-industry funding during the term of a grant must inform the Society, whereupon the grant will be terminated.

Tobacco industry funding includes:

- Funds from a company that is engaged, or whose affiliates are 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 goods; and

- Funds from a body set up by the tobacco industry or by 1 or more companies in the industry.

The following do not constitute tobacco industry funding:

- Legacies funds from tobacco industry investments (unless the name of a tobacco company or cigarette brand is associated with them);

- Funds from a trust or foundation established with assets related to the tobacco industry, but which no longer have any connection with the industry, even though the entity may bear a name that for historical reasons is associated with the tobacco industry.

Tobacco industry funding is defined for purposes of Society grants and awards applicants and recipients as money provided or used for any costs for research, including personnel, consumables, equipment, buildings, travel, meetings, and conferences, or operating costs for laboratories and offices. It does not include meetings or conferences unrelated to a particular research project.

6. ELIGIBLE INSTITUTIONS AND INSTITUTIONAL RESPONSIBILITIES

Institutions who have held an ACS institutional grant may apply for the ACS DICR SHE in Oncology, Internship, and Post Baccalaureate programs.

The Society's grants and awards are made to not-for-profit institutions physically located within the US and its territories. Eligible institutions should be able to provide:

- A current letter from the Internal Revenue Service conferring 501(c)(3) status.

- Evidence of an active cancer research program, pool of senior investigators to service as mentors, and an ability to recruit individuals to apply for the ACS DICR SHE, Internships, and Post Baccalaureate Fellows program.

- Documentation of appropriate resources and infrastructure to support the proposed program. These include, but are not limited to:

    - Adequate facilities and services.

    - Fiscal and grants management infrastructure to ensure compliance with ACS policies, and with federal policies regarding protections for human and animal subjects (e.g., a sponsored-projects office or a contract with an IRB or IACUC).

    - A process for appointment and promotion equivalent to those in academic settings for staff scientists; and

    - Evidence of education, training, and mentoring for trainees

Grant applications will not be accepted, nor will grants be made, for research conducted at:

- For-profit institutions;
- Federal government agencies (including the National Laboratories)
- Organizations supported entirely by the federal government;
- Organizations that primarily benefit federal government entities, such as foundations operated by or for the benefit of Veterans Affairs Medical Centers (VAMC). However, qualified academic institutions may submit applications on behalf of a VAMC if a Dean's Committee Memorandum of Affiliation is in effect between the 2 institutions.

The American Cancer Society does not assume responsibility for the conduct of the activities that the grant supports, or for the acts of the grant recipient, because both are under the direction and control of the grantee institution and subject to its medical and scientific policies.

Every grantee institution must safeguard the rights and welfare of individuals who participate as subjects in research activities by reviewing proposed activities through an institutional review board (IRB), as specified by the National Institutes of Health Office for Human Research Protections of the US Department of Health and Human Services (DHHS).

Furthermore, applicants, applicant institutions, and grantee institutions must adhere to DHHS guidelines as well as ACS guidelines regarding conflicts of interest, recombinant DNA, scientific misconduct, and all other applicable ACS policies and procedures.

To signify agreement with all ACS policies and procedures, an application for a grant must bear the e-signature of the principal investigator. Space is provided for e-signatures for the departmental chair (or equivalent) and institutional official to accommodate institution-specific requirements for proposal submissions, but neither are required for submission to ACS. **Note:** the PI must enable other users' access to the application on ProposalCentral to permit their e-signatures.

Once a grant is awarded, an institutional official signature's is required signifying institutional agreement with all ACS policies and procedures. The institution is responsible for verifying that all documentation related to the grant is correct, including all representations made by any named researcher (e.g., position or title). Further, the institution is responsible for verifying and documenting the grantee's legal eligibility to work in the US for the duration of the award.

The institution is required to ensure IRB approval is obtained for the grant to start, and the approval documentation is uploaded into ProposalCentral within 3 months of grant activation. Furthermore, IACUC approval must be obtained before animal work begins. An IACUC approval letter must be uploaded to ProposalCentral immediately upon approval.

It is the responsibility of the institution to immediately report to ACS any finding that any information presented to ACS in connection with the application and/or grant is false. It is also the responsibility of the institution to immediately report to ACS any action including recertification, loss of certification, breach of contract, misconduct, or change in employment status for a named researcher with the institution. This includes administrative leave, which may occur during the term of any award, pertinent to the work described in the grant application.

Failure to abide by the terms above, or by any other ACS policy or procedure, may result in suspension or cancellation of the grant, at the sole discretion of ACS.

Note: If an institution has received ACS DICR funding, an investigator from the same institution will not be eligible to apply for the same funding opportunity (only 1 PI may be awarded per institution, except for FIA grant).

By accepting an American Cancer Society award, you agree to the Guidelines for Maintaining Research and Peer Review Integrity found in the Appendix of these policies.

7. PEER REVIEW OF APPLICATIONS

The ACS Center for Diversity in Cancer Research (DICR) Training distributes applications to the most appropriate peer review committee, and then assigns each application to at least 2 committee members for independent and confidential review. Peer Review Committees' composition depends on the number and content of the applications received and are comprised of members with appropriate expertise.

Peer review committees use application evaluation criteria that vary depending on the grant mechanism.

After the peer review committee discusses and votes to rank the most competitive applications, it provides its recommendations, along with critiques of the applications and fundable scores, to be utilized for making funding decisions.

In general, applications for training grants that are not funded may be revised and resubmitted once or twice depending on the funding mechanism. Resubmitted applications are reviewed in the same detail as new applications and compete with them on an equal basis (see instructions for resubmission of applications).

8. APPLICATION DEADLINES

Applications for grants and awards must be submitted electronically via ProposalCentral (see Instructions) by 11:59 PM ET on the specified deadline date. If the deadline falls on a weekend or holiday, applications will be accepted the following business day. No supplemental materials will be accepted after the deadline unless requested by ACS staff or reviewers.

DEADLINE, REVIEW, NOTIFICATION, AND ACTIVATION SCHEDULE

TRAINING GRANTS	Application Deadline	Peer Review Meeting	Grantee Notification	Activation
Diversity in Cancer Research (DICR) SHE in Oncology Program	January 22, 2024	June	September	January 1
Diversity in Cancer Research	April 1	June	September	January 1

(DICR) Internship Program				
Diversity in Cancer Research (DICR) Post-Baccalaureate Fellows Program	April 1	June	September	January 1
Diversity in Cancer Research (DICR) Fostering Innovative Award (FIA) Program	Invitation Only	TBD	TBD	TBD

9. NOTIFICATION OF APPLICATION RECEIPT AND REVIEW

Approximately one month after receipt of the application, applicants will receive an email acknowledgement providing an application number, the assigned peer review committee, the name and contact information for the Senior Vice President for the ACS Center for Diversity in Cancer Research Training. This email will be sent to the address in the professional profile supplied at the time of submission in ProposalCentral. Be certain the email address listed in your professional profile is active, since it will be used to notify you throughout the review and award process.

Post-Review Notification. Following review of an application, preliminary information regarding its status will be emailed, with information regarding the reviewers' critiques. This notification will also indicate if the application received a fundable score and will move forward for funding consideration. Applicants whose proposal has moved forward for funding consideration will be notified at a later date that the grant has either been awarded or will be awarded if funds become available.

10. GRANT MANAGEMENT AND PAYMENTS

New grantees will receive a packet of information with instructions for activating the award. The activation form as well as other important information about the grant can also be found at https://proposalcentral.com/ (select the Award tab to see the Post Award Management site). The ACS makes all payments to the sponsoring institution via electronic funds transfer or via a mailed check depending on the preference selected on the grant activation form. Acknowledgement of payment by the sponsoring institution is not required. Continued funding by ACS throughout the grant period is contingent upon the institution's compliance with all terms related to the grant; failure to comply with all of the grant terms may result in a suspension or cancellation of the grant, to be determined by ACS at its sole discretion. Personnel compensated in whole or in part with funds from the ACS are not employees of the Society. Consequently, institutions are responsible for issuing appropriate IRS tax filings for all individuals receiving compensation from ACS grants, and for withholding and paying all required federal, state, and local payroll taxes for such compensation. Any tax consequences are the responsibility of the individual recipient and the sponsoring institution. We advise all grant and award recipients to consult a tax advisor regarding the status of their awards.

11. ANNUAL AND FINAL PROGRESS REPORTS

Unless otherwise noted, annual and final reports are required (see specific funding opportunity regarding required reports). Annual and final reports represent a critical part of responsible stewardship of the donated dollars, and we greatly appreciate your assistance in fulfilling this important commitment to our donors. Summary information from these reports as well as possibly from the General Audience Summary may be shared with donors under a Non-Disclosure Agreement. Therefore, do not include proprietary or confidential information.

- Both nontechnical and scientific progress reports are to be submitted each year within 60 days after the first and subsequent anniversaries of the start date of the grant. Final reports are due within 60 days after the grant has terminated. Forms for these reports can be found at https://proposalcentral.com/ under the "Deliverables" tab.

- The final report should cover the entire grant period. In the event a grant has been extended without additional funds, the final report is not due until 60 days after the official termination date of the grant. If the grant is terminated early, a final report must still be completed within 60 days of the termination date.

- Grantees must submit reports in a timely manner. If this is not possible, a grantee must make a written request to extend the reporting deadline. Noncompliance may result in the withholding of payment on all grants in effect at the recipient institution until reports are received.

- Please note that up-to-date annual reports are required when requesting any grant modifications, including transfers or no-cost extensions.

12. PUBLICATIONS AND OTHER GRANT-RELATED COMMUNICATIONS

When and how to acknowledge your ACS grant:

Products, publications, and other communication resulting from research or training activities supported by the American Cancer Society must contain the following acknowledgment: "Supported by [name of grant and number] from the American Cancer Society." When there are multiple sources of support, the acknowledgment should read "Supported in part by [name of grant and number] from the American Cancer Society," along with references to other funding sources.

The Society's support should also be acknowledged by the grantee and the institution in all public communication of work resulting from this grant, including scientific abstracts (where permitted), posters at scientific meetings, press releases or other media communications, and internet-based communications. Grantees are encouraged to notify the ACS Center for Diversity in Cancer Research Training Program Office DiversityResearchTraining@cancer.org before public communication of their work so that external communication can be coordinated.

ACS grants to you a limited, revocable, non-transferable license to use the ACS logo (as shown below) in association with your funded work. We encourage you to use it on scientific posters, Power Point presentations, and any other visual presentation about your funded work where the ACS is noted as a funding source. In turn, you agree to provide any materials featuring the ACS logo upon our request.

Permission to use the logo is limited to the uses outlined in the above paragraph. It should not imply ACS endorsement of products such as guidelines, websites, software for mobile devices (apps), tool kits, and so on.

13. FINANCIAL RECORDS AND REPORTS

A report of expenditures must be submitted within 90 days of the grant's expiration date shown in the award letter; annual financial reports are not required. Any change in terms, such as a no-cost extension, will alter a report's due date. The necessary forms can be found under the "Deliverables" tab at https://proposalcentral.com/.

Signatures of the principal investigator and the institution's financial officer are required. Any unexpended funds must be returned to the Society.

Grantees must submit financial reports in a timely manner. If this is not possible, a grantee must make a written request to extend the reporting deadline. Noncompliance may result in the withholding of payment on all grants in effect at the recipient institution until reports are received.

Institutions must maintain separate accounts for each grant, with substantiating invoices available for audit by representatives of the ACS. The Society is not responsible for expenditures made prior to the start date of the grant, costs incurred after termination or cancellation of the grant, costs incurred after the last date at the current institution, in the event of a transfer and, commitments against a grant not paid within 60 days following the expiration date, or any expenditures that exceed the total amount of the award. (See also Section 17, "Cancellation.")

14. EXPENDITURES

ACS Diversity in Cancer Research Training grants are not designed to cover the total cost of the Center training programs or the investigator's entire compensation. The grantee's institution is expected to provide the required physical facilities and administrative services normally available at an institution.

Indirect costs

For grants that allow indirect costs, the calculation of allowable indirect costs includes all budget items except permanent equipment. Equipment that equals or exceeds $5,000 with a useful life of more than one year, is not included in the direct cost total used to calculate indirect costs. The indirect costs for a subcontract and/or subaward budget may be claimed by either the primary or the secondary institution, but not both. If indirect costs are applied to the subcontract budget, you must exclude the subcontract direct costs from the direct cost total used to calculate indirect costs. For example, if $600,000 total direct costs are requested for a year, the maximum indirect costs are 10%($60,000). For a $10,000 subcontract, 10% indirect costs ($1,000) should be allocated for the subcontracting institution.

The Society's ***training grants*** do NOT provide funds (direct budget) for such items as:

- **Administrative**

- Secretarial or administrative salaries
- Membership dues

- **Tuition, books, and fees** for individuals not selected for DICR training programs.

- **Office or laboratory setup and expenses**
  - Office and laboratory furniture
  - Rental of office or laboratory space
  - Construction, renovation, or maintenance of buildings or laboratories

Other

- Foreign Travel outside North America (USA, Canada, and Mexico)

Society training grant funds may be used for computers for research and training purposes, which can be purchased with direct funds from the equipment budget. See specific policies for different funding mechanisms.

15. OWNERSHIP OF EQUIPMENT

Equipment purchased under ACS DICR training grants or grant extensions is for use by the principal investigator and collaborators. Title of such equipment shall be vested in the institution at which the principal investigator is conducting the research. In the event the ACS authorizes the transfer of a grant to another institution, equipment necessary for continuation of the research program purchased with the grant funds may be transferred to the new institution, and title to such equipment shall be vested in the new institution.

16. INTELLECTUAL PROPERTY RIGHTS

As a not-for-profit organization supported by public contributions, the Society wishes to adopt policies and practices that enhance the likelihood that potentially beneficial discoveries and inventions will be exploited to the benefit of humankind. It is the desire of the Society that such inventions be administered in such a manner that they are brought into public use at the earliest possible time. The Society recognizes that often this may be best accomplished through patenting and/or licensing of such inventions. Accordingly, the Society has adopted the following patent policy that is binding on all Grantees and not-for-profit Grantee Institutions (hereinafter "Grantee"), excluding postdoctoral fellowship Grantees at the National Institutes of Health and other government laboratories, for whom the applicable patent policies of the federal government shall apply. To the extent the Grantee Institution's own policies permit individual investigators to own any right, title or interest in any Funded Invention, the Grantee Institution shall ensure that each Investigator complies with the provisions of these terms and conditions with respect to such Funded Invention.

Acceptance of a Grant from the Society constitutes acceptance of the terms and conditions of this policy. In the event of any conflict between this policy and the Grantee's policy, the terms and conditions of this policy shall govern.

A. All notices required pursuant to this policy shall be in writing, and in this policy, the following terms shall have the meaning set forth below.
   i. "Invention" shall mean any potentially patentable discovery, material, method, process, product, program, software or use.
   ii. "Funded Invention" shall mean any Invention made in the course of research funded in whole or in part by a Society Grant.
   iii. "Gross Income" shall mean gross royalty income received by Grantee in respect of a Funded Invention inclusive of income from a single sale of the Funded Invention, less a total of

$25,000 towards United States patent filing fees and an additional $25,000 USD for international patent filing fees.

iv. "ACS Award" shall mean the total monetary amount of the Grant provided to the Grantee.

B. The Grantee technology transfer officer shall provide the Society with an annual report for each Funded Invention. The annual report will be due by January 31 of each calendar year after an ACS Grant Award has been received. The annual report shall include a listing or description of the following information for each Funded Invention: (1) all issued patents and pending patent applications, (2) all licenses, leases, or other revenue generating agreements, (3) all gross revenue for each preceding calendar year, (4) the filing, publication and issuance or grant of any application for a patent or other statutory right for a Funded Invention, and (5) the latest stage of development of any product arising from each Funded Invention.
Grantee shall pay all costs and expenses incident to all applications for patents or other statutory rights and all patents and other statutory rights that issue thereon owned by Grantee (other than patent filing fees as provided for in Section A).

C. Both the Society and Grantee, (the appropriate Grantee technology transfer officer managing Funded Invention), shall promptly inform the other of any suspected infringement of any patent covering a Funded Invention and of any misappropriation, misuse, theft or breach of confidence relating to other proprietary rights in a Funded Invention. Grantee and Society will discuss in good faith further action to be taken in this regard.

D. Grantee will license a Funded Invention in accordance with Grantee Policy and established practices.

E. The Society waives the receipt of income until the Gross Income from the Funded Invention exceeds $500,000.

Once the Gross Income from a Funded Invention exceeds $500,000, Grantee shall pay the Society annually 5% of Gross Income. Such payment shall be accompanied by an appropriate statement of account.

Payments shall be made on an annual basis by January 31, the year after the year that Income was received. Should Grantee not be able to make a payment by January 31 for any calendar year in which income was received, Grantee shall inform the Society at least seven days prior to missing a payment. Grantee shall have a grace period of 90 days to make the missed payment. Failure to make payments after the 90-day grace period will be deemed a breach of this agreement. The Society shall have the right to audit, at the Society's expense, the Grantee's books and records annually.

The term of this Agreement shall extend until the expiration of the last to expire patent in any jurisdiction that covers the Funded Invention, or three years past decline of revenue to $0, or once the cap has been met.

F. Development and Commercialization of Funded Invention
The Society wishes to support and accelerate the commercialization and deployment of the results from Grantee's research. To help Grantee bring its Funded Invention to market as quickly as possible, Grantee shall inform The Society if Grantee decides to commercialize or seek investment in any Funded Invention. The Society requests that the Grantee offer The Society an opportunity to fund, facilitate, invest, or otherwise participate in such commercialization efforts via ACS BrightEdge, its impact venture capital fund (https://www.acsbrightedge.org/).

17. REQUEST FOR GRANT MODIFICATIONS

All Forms can be found under the Deliverables tab at https://proposalcentral.com/.

- **Extension**

A request for the extension of a grant term without additional funds must be submitted in writing to the ACS Center for Diversity in Cancer Research Training Office 90 days before the grant's expiration date using the No Cost Extension (NCE) request and NCE Budget Justification forms on ProposalCentral. NCEs requested after the grant's expiration date are not allowed. Include an estimate of the funds to be carried over into the extension, a plan to complete the work and exhaust the remaining funds, and an explanation for the delay—i.e., which specific programmatic activities remain incomplete and why. In general, a grant may be extended for up to one year if a programmatic need is justified and the funds to be carried over into the no-cost period do not exceed an amount equivalent to one year of support (direct plus indirect costs). Please note that NCEs are not available for all grant mechanisms; please see the detailed mechanism description for information about NCE.

- **Leave of absence**

Requests for a leave of absence will be handled on a case-by-case basis. If possible, please contact the ACS Center for Diversity in Cancer Research Training Office 30 days prior to the proposed beginning of leave.

- **Request to transfer institution (not allowed for training program grants)**

A grantee who plans to change institutions during the grant period must contact the ACS Center for Diversity in Cancer Research Training Office. Training program grants are not transferable from one institution to another. See grant-specific sections for more details about this request. Please note that up-to-date annual reports are required prior to approval of any grant modifications including transfers and no-cost extensions. The Society reserves the right to deny requests for extensions, or leaves of absence.

18. CANCELLATION OF GRANT

If a grant is to be canceled prior to the original termination date, contact the ACS Center for Diversity in Cancer Research Training Office and submit the Request for Cancellation form found in the "Deliverables" section at https://proposalcentral.com. The ACS may cancel a grant at its sole discretion if the institution fails to comply with the terms and obligations related to the grant. In the event a grant is canceled or transferred, the institution is only entitled to the prorated amount of the award accumulated between the start and termination dates. The Society assumes no responsibility for expenditures in excess of the prorated amount. If an award is canceled after the initiation of the grant period, a final report will be due within 60 days of the termination date describing the work completed up to that point.

19. SPECIFIC POLICIES BY GRANT MECHANISM TRAINING GRANTS

ACS DIVERSITY IN CANCER RESEARCH (DICR) SHE IN ONCOLOGY PROGRAM

DESCRIPTION

The ACS Diversity in Cancer Research (DICR) SHE in Oncology program goal is to expose high school students from under-represented groups who identify as females with 1) exposure to the breadth of careers in oncology research, care, and community engagement; 2) development of an understanding of key cancer research principles and challenges; and 3) development of a broad, diverse professional network.

The ACS DICR SHE program will be administered via a two-week virtual program that focuses on career development and research experience led by eCLOSE Institute. During the program participants will be engaged in small group clinical case studies focused on cancer disparities in site catchment areas, career and professional development session and networking with fellow participants.

The criteria for selection of the ACS SHE in Oncology program students will include a combination of personal and academic experiences which together signal the potential for students, with limited exposure to the field, to pursue a career in cancer or biomedical research.

Who is Eligible

The ACS DICR SHE PI must meet the following criteria:

- Work at a US academic institution or eligible non-profit
- A full-time faculty member
- An Assistant, Associate or Full Professor
- A track record of extramural cancer research funding
- A track record of mentoring
- Publications in peer-reviewed journals
- Administrative/leadership experience (i.e., deputy director or director of a program, center, or department)

Terms and Budget

Applicants may apply for a one-year project period. The ACS Diversity in Cancer Research (DICR) SHE program awardees are funded up to $25,000 to support exposure to cancer research and careers in oncology for high school students who identify as female. This includes stipend support of $500 per trainee for up to 20 students for the two-weeks students participate in the summer cancer research experience. The balance of the award may be used for other associated programmatic costs including up to $10,000 for staff support, career development, team building and networking activities. ACS will directly pay eClose for the research didactics and research kits.

Payments will be disbursed in one lump sum in March 2024. The ACS makes all payments to the sponsoring institution via electronic funds transfer.

Extension Without Additional Funds

An extension in time may be considered for extenuating circumstances or if an institution's renewal application is not successful. This extension may be for up to one year without additional funds, upon written request from the principal investigator. The request must be received 60 days before the expiration date of the grant. (See also Section 16.)

Expenditures

The American Cancer Society Center for Diversity in Cancer Research Training grants are not designed to cover the total cost of the Center training programs or the investigator's entire compensation. The grantee's institution is expected to provide the required physical facilities and administrative services normally available at an institution.

The Society is flexible in response to the changing needs of a research or training program. The principal investigator may make minor changes ≤ $5,000 per year; however, changes ≥ $5,000 will require a written approval from the ACS Center for Diversity in Cancer Research (DICR) Training Office. This includes permanent equipment. Contact the ACS Center for Diversity in Cancer Research (DICR) for guidance.

ALLOWABLE EXPENDITURES

- Program staff (up to $10,000)
- Program-related travel
- Career development
- Networking and educational opportunities
- Post-summer opportunities for SHE students

EXPENDITURES NOT ALLOWED
The disallowed items below are in addition to those listed earlier in ***INSTITUTIONAL EXPENDITURES.***

- Salary of principal investigator
- Tuition support for undergraduate/graduate students carrying out programmatic activities.

Meetings

ACS DICR SHE PIs should reserve approximately $1500 during the one-year project period for the PI to travel to an ACS designated conference. All PIs are required to send the ACS Center for Diversity in Cancer Research (DICR) Training Program Manager (DiversityResearchTraining@cancer.org) the name and contact information for your staff who is responsible for assisting you with program coordination to facilitate planning meetings and activities throughout the project period. For clarification contact DiversityResearchTraining@cancer.org prior to submitting your application.

Program Website

Funded institutions are ***required*** to develop an ACS DICR SHE program webpage on your institution's website. The URL to the ACS SHE in Oncology program webpage used for recruitment and promotion, must be provided within 30 days following grant activation. The webpage should be co-branded using the ACS and Institution name and logo. Please send the URL to the program webpage to

DiversityResearchTraining@cancer.org and include in the Subject Field: ACS DICR SHE PROGRAM URL LINK.

Change of Principal Investigator:

Prior to any change of Principal Investigator, a request must be submitted in writing to the American Cancer Society. The "Change of Principal Investigator" form must be signed by an authorized official of the institution and submitted for review. Additionally, biographical information of the new principal investigator must be sent, and a teleconference must be scheduled with the ACS Center for Diversity in Cancer Research (DICR) Program Office (DiversityResearchTraining@cancer.org) before the form is submitted. This is a requirement for consideration of approval.

To access the necessary form for change in principal investigator, go to: https://proposalcentral.com Post Award Management (PAM) system.

Withdrawal of Student: Notify the ACS Center for Diversity in Cancer Research (DICR) Training Program Office promptly if a selected student participating in the ACS DICR SHE program has decided to withdraw. Include in your email the institution and reason for withdrawal from the program.

Data Collection

At the beginning of the ACS DICR SHE program, PIs will be assigned a deliverable in ProposalCentral, the Post Award Management system, which must be completed and submitted on the specified deadline date. At the end of the summer, PIs will also be responsible for completing required deliverables-survey and report respectively. All PIs are required to send the ACS Center for Diversity in Cancer Research (DICR) Training Program Manager (DiversityResearchTraining@cancer.org) the name and contact information for your staff who is responsible for data tracking throughout the project period.

REQUIRED FINAL PROGRESS REPORT

A final progress report is required by the Principal Investigator. The final progress report is due at the end of the one-year project period. The Principal Investigator must submit a report of the ACS Diversity in Cancer Research (DICR) SHE Program progress. This report should be written in lay language and submitted through ProposalCentral – Post Award Management system. This report shall consist of the following:

- Methods used to recruit students, program webpage.
- Overview of the student's research question/aims.
- Studies/activities the students engaged in
- Outcome(s)/anticipated outcome(s).
- De-identified demographic information and year of student in high school
- Knowledge and skills gained.
- Pubs/manuscript
- Perceived benefit of the ACS SHE in Oncology Program
- Activities implemented for networking and engagement of SHE trainees in the cohort and among mentors and other scientists and trainees at your institution.
- Press releases or other media communications, videos, pictures, and internet-based communications that highlights the impact of the program.

REQUIRED FINANCIAL REPORT

For the Society's purposes, funds are considered expended once they have been allocated from the ACS Diversity in Cancer Research (DICR) SHE in Oncology Program to the individual investigator, who has a full year in which to spend the monies allocated for the ACS SHE in Oncology program. The final Report of Expenditures (ROE) is due 90 days following the expiration date of the project period stated in the award letter.

For example, if an ACS Diversity in Cancer Research (DICR) SHE in Oncology program was in effect from April 1, 2024 – March 30th, 2025, the report of expenditures will be due on June 30, 2025

To access the necessary form for a final report of expenditures, click https://proposalcentral.com; submission instructions are shown in the Appendix A.

ACS DIVERSITY IN CANCER RESEARCH (DICR) INTERNSHIP PROGRAM

DESCRIPTION

The ACS Diversity in Cancer Research (DICR) Internships program aims to increase diversity in the cancer research workforce by increasing the number of individuals under- represented in the biomedical field. To advance diversity and inclusion in the biomedical workforce, the ACS Center for Diversity in Cancer Research Training launched the ACS Diversity in Cancer Research (DICR) undergraduate college student Internship program. The goal of this program is to expose students to cancer research and provide career development activities that will help them prepare for a career in cancer research.

The ACS DICR Internship program will be administered to current ACS grantees to provide a 10-week summer cancer research experience as well as longitudinal career development and networking activities for undergraduates from underrepresented groups.

Specific populations are underrepresented in science, including grant funding, such as certain racial and ethnic groups, persons with disabilities, first generation college graduates, or those from socio-economically disadvantaged backgrounds. These groups are collectively called populations underrepresented in science. For more information, see Get the Facts | Diversity in Extramural Programs (nih.gov).

The criteria for selection of the interns will include a combination of personal and academic experiences which together signal the potential to introduce a student to cancer or biomedical research that would otherwise be unlikely to see or pursue this as a career opportunity."

Who is Eligible

Eligible Institutions

Institutions must have an active ACS grant to apply for the ACS DICR Internships. Selection of grantee institutions for the ACS DICR Internships will be based upon nationally competitive peer review conducted by the ACS according to established guidelines and policies.

PI Eligibility

The DICR Internship PI must meet the following criteria:

- A full-time faculty member
- An Associate or Full Professor
- A track record of extramural cancer research funding
- A track record of mentoring junior investigators
- Publications in peer-reviewed journals
- Administrative/leadership experience (i.e., deputy director or director of a program, center or department)

Mentor(s)

Principal Investigators (PIs) are required to identify a mentor(s) who are actively engaged in research and have a track record of mentoring undergraduate students and/or participated in a minority pathway program(s). Speaking with potential mentors during the application process is recommended.

Proposed mentors should be representative of the Departments/Schools at your institution and varied backgrounds (health professionals, public, and science disciplines). It's anticipated that final decisions regarding pairing of mentors and mentees will be accomplished by the Selection Committee who will be cognizant of the student's interest and the mentor's expertise.

Term and Budget
Applicants may apply for a project period of up to 3 years.

Budget
Awards are made for up to three years and up to $44,000 per year (**all direct costs**). Each institution may sponsor four to eight interns. All PIs awarded a grant will receive a total of $22,000- $44,000 per year (**all direct costs**), which will provide $5,000 stipend support for each of the four to eight selected interns. An allowance is provided for the PI to use at their discretion to benefit the interns. Payments will be disbursed in one lump sum. The ACS makes all payments to the sponsoring institution via electronic funds principal.

The table below provides information about the DICR Internships Program Funding.

Requested # of ACS DICR Interns	ACS DICR Intern and Allowance Breakdown	Total Grant Amount
Four ACS DICR interns	[$20,000 ($5,000 stipend for each intern x 4) and $2,000 allowance)]	$22,000
Five ACS DICR interns	[$25,000 ($5,000 for each intern x 5) and $2,500 allowance)]	$27,500

Six ACS DICR interns	[$30,000 ($5,000 for each intern x 6) and $3,000 allowance)]	$33,000
Seven ACS DICR interns	[$35,000 ($5,000 for each intern x 7) and $3,500 allowance)]	$38,500
Eight ACS DICR interns	[$40,000 ($5,000 for each intern x 8) and $4,000 allowance)]	$44,000

Extension Without Additional Funds

An extension in time may be considered for extenuating circumstances or if an institution's renewal application is not successful. This extension may be for up to one year without additional funds, upon written request from the principal investigator. The request must be received 60 days before the expiration date of the grant. (See also Section 16).

Expenditures

The American Cancer Society Center for Diversity in Cancer Research Training grants are not designed to cover the total cost of the Center training programs or the investigator's entire compensation. The grantee's institution is expected to provide the required physical facilities and administrative services normally available at an institution.

The Society is flexible in response to the changing needs of a research or training program. The principal investigator may make minor changes < $5,000 per year; however, changes > $5,000 will require a written approval from the ACS Center for Diversity in Cancer Research (DICR) Training Office. This includes permanent equipment. Contact the ACS Center for Diversity in Cancer Research (DICR) for guidance.

ALLOWABLE EXPENDITURES

- Program-related travel
- Housing assistance
- Career development
- Networking and educational opportunities.
- Registration fees at scientific meetings

EXPENDITURES NOT ALLOWED

The disallowed items below are in addition to those listed earlier in ***INSTITUTIONAL EXPENDITURES.***

- Salary of principal investigator
- Tuition support for undergraduate/graduate students carrying out programmatic activities.

Annual Meetings

The ACS DICR Internships PIs should reserve approximately $1500 each year of the project period for the PI and students to travel for ACS designated conferences. All PIs are required to send the ACS Center for Diversity in Cancer Research (DICR) Training Program Manager

(DiversityResearchTraining@cancer.org) the name and contact information for your staff who is responsible for assisting you with program coordination to facilitate planning meetings and activities throughout the project period. For clarification contact DiversityResearchTraining@cancer.org prior to submitting your application.

Program Website

Funded institutions are ***required*** to develop an ACS DICR Internship program webpage on your institution's website. The URL to the ACS DICR Internship program webpage used for recruitment and promotion, must be provided within 30 days following grant activation. The webpage should be co-branded using the ACS and Institution name and logo. Please send the URL to the program webpage to DiversityResearchTraining@cancer.org and include in the Subject Field: ACS DICR INTERNSHIP PROGRAM URL LINK.

Change of Principal Investigator:

Prior to any change of Principal Investigator, a request must be submitted in writing to the American Cancer Society. The "Change of Principal Investigator" form must be signed by an authorized official of the institution and submitted for review. Additionally, biographical information of the new principal investigator must be sent, and a teleconference must be scheduled with the ACS Center for Diversity in Cancer Research (DICR) Program Office (DiversityResearchTraining@cancer.org) before the form is submitted. This is a requirement for consideration of approval.

To access the necessary form for change in principal investigator, go to: https://proposalcentral.com Post Award Management (PAM) system.

Withdrawal of Student: Notify the ACS Center for Diversity in Cancer Research (DICR) Program Office promptly if a selected student participating in the DICR Internships program has decided to withdraw. Include in your email the institution and reason for withdrawal from the program.

Data Collection

Funded PIs will be responsible for completing required deliverables-surveys and reports, respectively.

REQUIRED INTERN AND MENTOR CONTACT FORM

At the beginning of the program, PIs will be assigned the Intern and Mentor contact form as a deliverable in ProposalCentral, Post Award Management system that must be completed and submitted annually by the specified deadline.

To access the necessary form for the intern and mentor contact form, click https://proposalcentral.com; submission instructions are shown in the Appendix A.

REQUIRED PROGRAM SURVEY INFORMATION

To assess the benefit and impact of the ACS DICR Internships program, interns and mentors are ***required*** to complete the American Cancer Society Diversity in Cancer Research (DICR) Internship surveys as participants in the ACS DICR Internship program. The surveys will be administered at the start of the internship program (baseline), at the end of the summer, and a one-year annual follow-up survey. Interns and Mentors will receive a survey link from Karen Murphy karen.murphy@cancer.org our Senior

Scientist/Data Analyst. Funded PIs will be responsible for ensuring all interns and mentors complete the required surveys by the specified deadline.

REQUIRED ACS IMAGE AND STORY RELEASE FORM

The ACS Image and Story Release Form will be assigned as a deliverable in ProposalCentral, Post Award Management (PAM) system that must be completed and submitted annually by the specified deadline date. Please download the form and have all ACS DICR interns review and sign the forms. Once you have received all forms, please save and upload all signed forms in ProposalCentral as one PDF file.

Please Note: By signing this form, ACS DICR interns agree to the terms outlined in the form and gives the American Cancer Society (ACS) permission to use their photos, testimonials, quotes, videos, etc., as a way to highlight interns participating in the ACS DICR internships program as well as a way for the ACS to highlight the impact of the DICR Internship program.

To access the necessary form for the image and story release form, click https://proposalcentral.com; submission instructions are shown in the Appendix A.

REQUIRED ANNUAL AND FINAL PROGRESS REPORTS

Annual and final reports represent a critical part of responsible stewardship of the donated dollars, and we appreciate your assistance in fulfilling this important commitment to our donors. Information from these reports as well as from the General Audience Summary may be shared with donors under a Non-Disclosure Agreement. Therefore, do not include proprietary or confidential information.

• Both nontechnical and scientific progress reports are to be submitted each year within 60 days after the first and subsequent anniversaries of the start date of the grant. Final reports are due within 60 days after the grant has terminated. Forms for these reports can be found at https://proposalcentral.com/ under the “Deliverables” tab.

• The final report should cover the entire grant period. In the event a grant has been extended without additional funds, the final report is not due until 60 days after the official termination date of the grant. If the grant is terminated early, a final report must still be completed within 60 days of the termination date.

• Grantees must submit reports in a timely manner. If this is not possible, a grantee must make a written request to extend the reporting deadline. Noncompliance may result in the withholding of payment on all grants in effect at the recipient institution until reports are received.

• Please note that up-to-date annual reports are required when requesting any grant modifications, including transfers or no-cost extensions.

These reports should be written in lay language and submitted through ProposalCentral – Post Award Management system. This report shall consist of the following:

- The intern’s name, project title or area of focus, paired Mentor.
- Methods used to recruit students, program webpage.
- Overview of the intern’s research question/aims.

- Studies/activities the interns engaged in
- Outcome(s)/anticipated outcome(s).
- Knowledge and skills gained.
- Pubs/manuscript
- A copy of the project abstract and
- Perceived benefit of the internship
- Activities implemented for networking and engagement of interns within the cohort and among mentors and other scientists and trainees at your institution.
- Press releases or other media communications, videos, pictures, and internet-based communications that highlights the impact of the program.

To access the necessary form for annual and final progress reports , click https://proposalcentral.com; submission instructions are shown in the Appendix A.

REQUIRED FINANCIAL REPORT

For the Society's purposes, funds are considered expended once they have been allocated from the ACS Diversity in Cancer Research (DICR) Internships to the individual investigator, who has a full year in which to spend the monies allocated for the internships. The final Report of Expenditures (ROE) is due 90 days following the expiration date of the project period stated in the award letter.

For example, if an ACS Diversity in Cancer Research (DICR) Internships grant was in effect from January 1, 2022 – December 31, 2024, the report of expenditures will be due on March 31, 2025.

To access the necessary form for the final report of expenditures, click https://proposalcentral.com; submission instructions are shown in the Appendix A.

ACS DIVERSITY IN CANCER RESEARCH (DICR) POST- BACCALAUREATE FELLOWS PROGRAM

DESCRIPTION

The ACS Diversity in Cancer Research (DICR) Post-Baccalaureate Fellows Program aims to increase diversity in the cancer research workforce by increasing the number of under-represented groups in the biomedical field. The goal of this program is to expose fellows to cancer research and provide career development activities that will help them prepare for a career in cancer research.

The ACS DICR Post-Baccalaureate Fellows program is designed as a two-year cancer research experience for individuals with a bachelor's degree who intend to pursue a doctoral degree in biomedical science, data science, population health, public health, or a health profession.

Specific populations are underrepresented in science, including grant funding, such as certain racial and ethnic groups, persons with disabilities, first generation college graduates, or those from socio-economically disadvantaged backgrounds. These groups are collectively called populations underrepresented in science. For more information, see Get the Facts | Diversity in Extramural Programs (nih.gov).

The criteria for selection of ACS DICR Post-Baccalaureate fellows will include a combination of personal and academic experiences which together signals a fellow's interest in cancer research or pursuing a career in cancer research.

Who is Eligible:

Eligible Institutions
Institutions must have an active Cancer Research Program, pool of senior investigators to service as mentors, and an ability to recruit individuals to apply for the ACS DICR Post-Baccalaureate Fellows program. Selection of grantee institutions for the ACS DICR Post-Baccalaureate Fellows program will be conducted by the ACS according to established guidelines and policies.

PI Eligibility

The ACS DICR Post-Baccalaureate PI must meet the following criteria:

- A full-time faculty member
- An Associate or Full Professor
- A history of extramural cancer research funding
- A history of mentoring junior investigators
- Publications in peer-reviewed journals
- Administrative/leadership experience (i.e., deputy director or director of a program, center, or department)

Mentor(s)

Principal Investigators (PIs) are required to identify a mentor(s) before submitting an application, who are actively engaged in research and has a track record of mentoring post-baccalaureate fellows and/or participated in a minority pathway program(s).

Proposed mentors should be representative of the Departments/Schools at your institution and varied backgrounds (health professionals, public, and science disciplines). It's anticipated that final decisions regarding pairing of mentors and mentees will be accomplished by the Selection Committee who will be cognizant of the fellows' interest and the mentor's expertise.

Term and Budget
Applicants may apply for a 3-year project period.

Budget

The ACS DICR Post-Baccalaureate Grants total award amount is $660,000 which includes 10% allowable indirect costs. Funds will be disbursed annually in one lump sum of $220,000 each year. This includes $200,000 direct costs and $20,000 indirect costs for the three-year project period.
The award includes allowable expenses for program oversight and implementation and student expenses for cancer research career development during the 2-year certificate program which begin in August 2025. Budget allocations includes costs for program oversight, career development, and a 2-year certificate program for four fellows to begin in August of 2025.

The table below provides information about the ACS DICR Post-Baccalaureate Fellows Program Funding.

Student Stipends and Training Expenses Allowed

Student Expense Category	Description of cost per student per year
Stipend	Fellows' stipends may range between $30,000 - $50,000 based on geographic differences (i.e., Boston, MA, Silicon Valley area of California, New York City and other high tech urban areas may request a higher Fellows' stipends).
Plus, additional fringe benefits	Expenses to offset Housing & Transportation allowed. Institutions may budget health care coverage and childcare coverage.
Training Expenses	Tuition and fees(if applicable), annual travel to a professional/scientific meeting, allowance per student for equipment and lab supplies

Please contact the ACS Center for Diversity in Cancer Research Training Program Office for budget related questions at DiversityResearchTraining@cancer.org

You may carry-over unspent funds (all years) except for the last year if you are requesting a no- cost extension. No Cost Extensions (NCE) for up to 1-year may be requested by the PI. The PI should consult the ACS Center for Diversity in Cancer Research (DICR) Training Program Office at DiversityResearchTraining@cancer.org prior to submitting the NCE request form found on ProposalCentral at least 90 days prior to the end of the project period.

Typically, the total dollar amount allowed to be carried over must be equal to or less than one year of direct costs, plus 10% allowable indirect costs.

To access the necessary form for a No Cost Extension (NCE), click https://proposalcentral.com; submission instructions are shown in the Appendix A.

Extension Without Additional Funds

An extension in time may be considered for extenuating circumstances or if an institution's renewal application is not successful. This extension may be for up to one year without additional funds, upon written request from the principal investigator. The request must be received 60 days before the expiration date of the grant. (See also Section 16).

Expenditures

American Cancer Society training grants are not designed to cover the total cost of the Center training programs or the investigator's entire compensation. The grantee's institution is expected to provide the required physical facilities and administrative services normally available at an institution.

The Society is flexible in response to the changing needs of a research or training program. The principal investigator may make minor changes < $5,000 per year; however, changes > $5,000 will require a written approval from the ACS Center for Diversity in Cancer Research (DICR) Training Office. This includes permanent equipment. Contact the ACS Center for Diversity in Cancer Research (DICR) for guidance.

ALLOWABLE EXPENDITURES

- Program-related travel
- Housing assistance
- Career development
- Networking and educational opportunities.
- Registration fees at scientific meetings

EXPENDITURES NOT ALLOWED
The disallowed items below are in addition to those listed earlier in ***INSTITUTIONAL EXPENDITURES.***

- Salary of principal investigator
- Tuition support for undergraduate/graduate students carrying out programmatic activities.

Indirect Costs:
To help the institution provide proper laboratory and clinical facilities, the Society will permit an indirect cost allowance of up to 10% of the direct costs, excluding permanent equipment. If there is a subcontract(s), indirect costs can be provided to the secondary institution through negotiation with the Principal Investigator's institution but the total amount of indirect costs, inclusive of subcontracts, may not exceed 10% of the award.

Note: Applicants should not budget above or below the allowable indirect cost rate.

Resubmission
One resubmission is allowed for the DICR Post-Baccalaureate Fellows Grant proposals.

ACS Post-Baccaluareate Fellows' Meetings

The ACS DICR Post-Baccalaureate Fellows' PIs should reserve approximately $1500 per year of the project period for the PI to travel for ACS designated conferences. All PIs are required to send the ACS Center for Diversity in Cancer Research (DICR) Training Program Manager (DiversityResearchTraining@cancer.org) the name and contact information for your staff who is responsible for assisting you with program coordination to facilitate planning meetings and activities throughout the project period. For clarification contact DiversityResearchTraining@cancer.org prior to submitting your application.

Program Website

Funded institutions are required to develop an ACS DICR Post-Baccalaureate Fellows' program webpage on your institution's website. The URL to the ACS DICR Post-Baccalaureate Fellows' program webpage used for recruitment and promotion, must be provided within 30 days following grant activation. The webpage should be co-branded using the ACS and Institution name and logo. Please send the URL to the program webpage to DiversityResearchTraining@cancer.org and include in the Subject Field: ACS DICR POST-BACCALAUREATE PROGRAM URL LINK.

Change of Principal Investigator:

Prior to any change of Principal Investigator, a request must be submitted in writing to the American Cancer Society. The "Change of Principal Investigator" form must be signed by an authorized official of the institution and submitted for review. Additionally, biographical information of the new Principal Investigator must be sent, and a teleconference must be scheduled with the ACS Center for Diversity in Cancer Research (DICR) Program Office (DiversityResearchTraining@cancer.org) before the form is submitted. This is a requirement for consideration of approval.

To access the necessary form for change in principal investigator, go to: https://proposalcentral.com Post Award Management (PAM) system.

Withdrawal of Student: Notify the ACS Center for Diversity in Cancer Research (DICR) Program Office promptly if a selected student participating in the DICR Post Baccalaureate Fellows' program has decided to withdraw. Include in your email the institution and reason for withdrawal from the program.

Data Collection
Funded PIs will be responsible for completing required deliverables-surveys and reports, respectively.

REQUIRED FELLOWS' AND MENTOR CONTACT FORM

At the beginning of the program, PIs will be assigned the Fellows' and Mentor contact form as a deliverable in ProposalCentral, Post Award Management system that must be completed and submitted annually by the specified deadline.

To access the necessary form for the intern and mentor contact form, click https://proposalcentral.com; submission instructions are shown in the Appendix A.

REQUIRED INDIVIDUALIZED DEVELOPMENT PLANS (IDPs):

Administrative PIs will be responsible for uploading the Individualized Development Plans (IDPs) in ProposalCentral Post Award Management (PAM) system as a deliverable by the specified deadline. When uploading the IDPs in ProposalCentral, the form should be uploaded as a PDF and saved in the following format (IDP_ Student's Name). Submission instructions are shown in the Appendix A for instructions on how to upload deliverables. ***Please Note:*** *If the IDP updates, you can upload the updated version in ProposalCentral annually.*

REQUIRED PROGRAM SURVEY INFORMATION

To assess the benefit and impact of the ACS DICR Post-Baccalaureate Fellows' program, fellows' and mentors are ***required*** to complete the American Cancer Society Diversity in Cancer Research (DICR) Post-Baccalaureate Fellows' surveys as participants in the ACS DICR Post-Baccalaureate Fellows' program. The surveys will be administered at the start of the fellows' program (baseline), and a one-year annual follow-up survey. Fellows' and Mentors will receive a survey link from Karen Murphy karen.murphy@cancer.org our Senior Scientist/Data Analyst. Funded PIs will be responsible for ensuring all fellows' and mentors complete the required surveys by the specified deadline.

REQUIRED ACS IMAGE AND STORY RELEASE FORM

The ACS Image and Story Release Form will be assigned as a deliverable in ProposalCentral, Post Award Management (PAM) system that must be completed and submitted annually by the specified deadline date. Please download the form and have all ACS DICR fellows' review and sign the forms. Once you have received all forms, please save, and upload all signed forms in ProposalCentral as one PDF file.

Please Note: By signing this form, ACS DICR fellows agree to the terms outlined in the form and gives the American Cancer Society (ACS) permission to use their photos, testimonials, quotes, videos, etc., to highlight fellows' participating in the ACS DICR Post-Baccalaureate Fellows' program as well as a way for the ACS to highlight the impact of the ACS DICR Post-Baccalaureate Fellows' program.

To access the necessary form for the image and story release form, click https://proposalcentral.com; submission instructions are shown in the Appendix A.

REQUIRED ANNUAL PROGRESS REPORTS

Annual and final reports represent a critical part of responsible stewardship of the donated dollars, and we appreciate your assistance in fulfilling this important commitment to our donors. Information from these reports as well as from the General Audience Summary may be shared with donors under a Non-Disclosure Agreement. Therefore, do not include proprietary or confidential information.

- Both nontechnical and scientific progress reports are to be submitted each year within 60 days after the first and subsequent anniversaries of the start date of the grant. Final reports are due within 60 days after the grant has terminated. Forms for these reports can be found at https://proposalcentral.com/ under the "Deliverables" tab.

- The final report should cover the entire grant period. In the event a grant has been extended without additional funds, the final report is not due until 60 days after the official termination date of the grant. If the grant is terminated early, a final report must still be completed within 60 days of the termination date.

- Grantees must submit reports in a timely manner. If this is not possible, a grantee must make a written request to extend the reporting deadline. Noncompliance may result in the withholding of payment on all grants in effect at the recipient institution until reports are received.

- Please note that up-to-date annual reports are required when requesting any grant modifications, including transfers or no-cost extensions.

This report shall consist of the following:

- The fellows name, project title or area of focus, and Mentor
- Methods used to recruit students, program webpage.
- Overview of the fellows planned research activities
- Outcome(s)/anticipated outcome(s)
- Knowledge and skills gained
- Poster abstract; Pubs/manuscript
- Perceived benefit of the post-baccalaureate program
- Progress on fellows individualized professional development plans
- Activities implemented for networking and engagement of fellows within the cohort and among mentors and other scientists and trainees at your institution
- Interactions with ACS region
- Press releases or other media communications, videos, pictures, and internet-based communications that highlights the impact of the program.

FINANCIAL RECORDS AND REPORTS

For the Society's purposes, funds are considered expended once they have been allocated from the ACS Diversity in Cancer Research (DICR) Post-Baccalaureate award to the individual investigator, who has three years in which to spend the monies allocated for the post-baccalaureate program. The final Report of Expenditures (ROE) is due 90 days following the expiration date of the project period stated in the award letter.

For example, if an ACS Diversity in Cancer Research (DICR) Post-Baccalaureate grant was in effect from January1, 2024 – December 31, 2026, the report of expenditures will be due on March 31, 2027.

To access the necessary form for the final report of expenditures, click https://proposalcentral.com; submission instructions are shown in the Appendix A.

ACS DIVERSITY IN CANCER RESEARCH (DICR) FOSTERING INNOVATIVE AWARD (FIA) PROGRAM

DESCRIPTION

The ACS engages current and former grantees in our program of work while also promoting their career development. We foster an ecosystem that advances innovation in cancer research, leads to improvements in cancer care and quality of life for cancer survivors, and advances careers in cancer research. The ACS Diversity in Cancer Research (DICR) Fostering Innovation Award (FIA) provides funding to an ACS Research Professor (RP) or Clinical Research Professor (CRP) to participate as a leader in ACS initiatives by supporting ACS efforts to foster research innovation and career development. The overarching goal of this mechanism is to partner our ACS Professors with members of our ACS grantee community, capitalizing on their many strengths as thought leaders in their respective fields and as outstanding mentors.

Who is Eligible:

Former and current ACS Research Professors (RP) and Clinical Research Professors (CRP) are eligible

to apply for this award. Those interested in this award should discuss available opportunities with the Senior Vice President of the ACS Center for Diversity in Cancer Research Training. Send inquiries to Ellie.Daniels@cancer.org.

Term and Budget

The terms of this award will be flexible depending on the role and planned activities. The budget for this award is $25,000/year. The project period may be up to 5 years depending on the scope of responsibilities approved by the ACS Center for Diversity in Cancer Research Training Program Office.

Funds will be disbursed in monthly installments. The award amount and term should be commensurate with the role of the PI, program, and participation.

Indirect costs are not allowed.

ACS DICR Fostering Innovation Award grantees are permitted to apply for and be recipients of additional funding opportunities from the American Cancer Society, as long as the PI meets all other eligibility requirements for that funding mechanism.

Annual Meetings

ACS DICR FIA grantees should reserve approximately $1500 each year of the project period for travel to ACS designated conferences and site visits to the institution in which the FIA grantee is partnering with.

Please send to the ACS Center for Diversity in Cancer Research (DICR) Training Program Manager (DiversityResearchTraining@cancer.org) the name and contact information for your administrative staff who is responsible for assisting you with travel and scheduling of proposed meetings throughout the project period.

REQUIRED ANNUAL PROGRESS REPORTS

An annual progress report is required to be submitted in accordance with ACS reporting policies. Continued funding is contingent upon a successful relationship between the ACS Professor and the ACS community members that the ACS Professor is partnering with.

If the collaborative relationship is not meeting the terms set in the strategic plan and the ACS award letter, the ACS Center for Diversity in Cancer Research Training Program Office should be notified. The SVP for the ACS Center for Diversity in Cancer Research Training may propose that a contingency plan be developed or may conclude that the award be terminated early.

FINANCIAL RECORDS AND REPORTS

For the Society's purposes, funds are considered expended once they have been allocated from the Diversity in Cancer Research (DICR) Fostering Innovation Award (FIA) to the ACS Professor, who has the number of years outlined in the award letter in which to spend the monies allocated for the DICR FIA award. The final Report of Expenditures (ROE) is due 90 days following the expiration date of the project period stated in the award letter.

For example, if an ACS Diversity in Cancer Research (DICR) Fostering Innovation Award was in effect from January1, 2024 – December 31, 2026, the report of expenditures will be due on March 31, 2027.

To access the necessary form for the final report of expenditures, click https://proposalcentral.com; submission instructions are shown in the Appendix A.

APPENDIX A: INSTRUCTIONS FOR SUBMITTING DELIVERABLES
GRANT ACTIVATION FORMS
ANNUAL PROGRESS/FINAL REPORTS
TRANSFER REQUEST
CHANGE OF INSTITUTION
CHANGE OF TERM EXTENSION OF TERM
GRANT CANCELLATION
CHANGE OF PRINCIPAL INVESTIGATOR
REPORTS OF EXPENDITURES

The American Cancer Society subscribes to the Altum ProposalCentral **Post Award Management System** to facilitate management ACS grants. The system is designed to collect and store grant information from grantees. Grantees are asked to keep their ProposalCentral profile current for the duration of the grant.

The site will house all reports, requests and correspondence pertaining to a grant and is accessible to both ACS staff and grantees. Grantees may provide access to others at their institution (e.g., grants officers) using the instructions provided below.

All awardees of an ACS grant will need to upload deliverables to ProposalCentral. The first deliverable we will be collecting through the **Post Award Management System** is the "Activation Form." For the Activation Form **only**, please also email Greta McShan at greta.mcshan@cancer.org and cc: grants@cancer.org notifying her that you have uploaded your Grant Activation Form.

Uploading an Award Deliverable

- Log onto https://proposalcentral.com/
- **PI must enter their ProposalCentral username and password in "Applicant Login" to access their award detail information.**
- Click on the "Awarded" link or "all Proposal" link.
- In the Status column, click on the "Award Details" link.
- On the Award Details screen, click on the "Deliverables" link at the bottom of the screen.
- The schedule of deliverables due for the award is shown chronologically.
- Click "Save" to upload the deliverable. You can replace the uploaded document with another document by clicking "Browse" again, selecting a different document from your computer files and clicking "Save" (adding description of deliverable is optional).
- Click "Close"

Note: If you have any questions regarding INSTRUCTIONS FOR SUBMITTING DELIVERABLES, please send Email to grants@cancer.org

Once an application is awarded it moves from ProposalCentral into the Post Award Management

System. People who previously had access to your application in ProposalCentral will not have access to your awarded grant in the Post Award Management System. You may need to allow access to different users than those listed in ProposalCentral to enable them to upload various reports on your behalf.

To grant another user access to your award and submit deliverables

- Person(s) must be a registered user on ProposalCentral. If they are not, ask them to register as a new user at: https://proposalcentral.com/
- Once user is registered, from Award Detail screen click “Contacts” and “User Access” link
- Click on “Manage User Access to Award” at the top of the screen
- Enter and confirm email address of person
- Click on “Add” button
- Change the Permissions role from View to Administrator
- Click on “Save” button to activate access for new person

To upload other documents/deliverables such as publications, CV, ad hoc IP reports, etc.

- Click the "Add Deliverable" link on the Award Deliverable screen. Select "Other" from the drop-down menu next to "Deliverable Type" from the pop-up screen
- Type in the "Deliverable Description" (i.e., Publications; CV; etc.)
- Click "Browse" to upload their document
- Click "Save"

Additional information and help can be obtained through ProposalCentral customer support desk: By phone: 1-800-875-2562 toll free

By email: pcsupport@altum.com