



AMERICAN CANCER SOCIETY

STANDARD GRANT POLICIES

EFFECTIVE JANUARY 2025

ELECTRONIC APPLICATION DEADLINES: April 1 and October 15

**AMERICAN CANCER SOCIETY, INC.
CENTER FOR DIVERSITY IN CANCER RESEARCH TRAINING**

Web site: <http://www.cancer.org>

Email: DiversityResearchTraining@cancer.org

MISSION

The American Cancer Society's mission 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.

**ACS CENTER FOR DIVERSITY IN CANCER RESEARCH (DICR) TRAINING
ALL GRANT POLICIES
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1. OVERVIEW OF CENTER FOR DICR TRAINING AND FUNDING MECHANISMS

The American Cancer Society's (ACS) Center for Diversity in Cancer Research (DICR) Training aims to support and develop students from groups underrepresented in science and medicine, ensuring they are competitive for successful careers in clinical, scientific, and related health professions. Partnering institutions receiving grant funding will provide trainees with hands-on research experience, mentorship, and career development activities. 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 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 female.

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.

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.

ACS DIVERSITY IN CANCER RESEARCH (DICR) FOSTERING INNOVATIVE AWARD (FIA) are awarded to former and current ACS Professors. 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.

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 cancer research training 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, if 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 on a full-time faculty appointment at an eligible institution.

5. TOBACCO-INDUSTRY FUNDING POLICY

Principal investigators or individuals who are funded for any program 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 one 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

The American Cancer Society Diversity in Cancer Research funding opportunities are available to institutions who meet the institutional and administrative eligibility criteria. Eligible non-profit institutions may be academic institutions, cancer centers, or an equivalent non-profit institution with academic affiliations. All institutions must have an established cancer research program, experience with Pathways Programs, have held an ACS or NIH institutional research or training grant and be accredited to confer bachelor, masters, doctoral, and health professional degrees.

ACS'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.
- Accredited to award degrees: 4-year undergraduate, graduate (master's and doctoral level) and

- health professions degree granting programs of have formal affiliation with an academic institution.
- 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 programs.
 - 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 faculty and staff scientists; and
 - Evidence of education, training, and mentoring for trainees if appropriate for the grant mechanism.

Grants may include subcontracts with secondary institutions. Subcontracts for the cancer research training program may be with public or private institutions, provided they do not violate ACS policies. Subcontracts involving a contractor residing outside the borders of the United States are not permitted, unless the applicant can document that it is not feasible to have the work performed within the United States.

Grant applications will not be accepted, nor will grants be made, for cancer research training 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 or trainees, because both are under the direction and control of the grantee institution and subject to its academic, medical, and scientific policies. The institution of the PI is responsible for the accuracy, validity, and conformity with the most current institutional guidelines for all administrative, fiscal, and program information in the application.

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 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.

Each institution is required to ensure IRB approval for research trainees will participate in within 3 months of grant activation. Approval documentation should be uploaded into the ProposalCentral Post Award Management System (PAM). 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 two committee members for independent and confidential review.

Peer Review Committee 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 training grant mechanism. See individual instructions for details.

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

In general, applications for cancer research 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 new applications on an equal basis (see instructions for resubmission of applications). Applicants are not required to wait to hear if an application will be funded before resubmitting the application to an upcoming cycle.

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, the application deadline moves to 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

GRANTS	Application Deadline	Peer Review Meeting	Critiques Available
DICR SHE in Oncology Program	April 1 October 15	June January	August March
DICR Internship Program			
DICR Post- Baccalaureate Fellows Program			
DICR Fostering Innovative Award (FIA) Program	Invitation ONLY	TBD	TBD
	Application Deadline 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. Applicants will receive the reviewers' critiques approximately 4-6 weeks after peer review. Funding decisions will be communicated to applicants approximately 10-12 weeks after peer review.

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. 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.

- a. An annual progress report must be submitted each year within 60 days after the first and subsequent anniversaries of the start date of the grant. Additionally, the PI institution's Technology Transfer Officer (TTO) is required to submit an annual intellectual property report.
- b. A final progress report is due within 60 days after the grant has terminated. The final report should cover the entire grant period. In the event a grant is extended without additional funds
- c. or is terminated early, the final report is due 60 days after the new termination date of the grant.
- d. 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.
- e. 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:

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

ACS' 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.

The American Cancer Society Center for Diversity in Cancer Research Training grant award process registers new grants with Crossref and assigns a Digital Object Identifier (DOI) number to each. The DOI number will allow tracking and identification of publications, patents, and other work that resulted from this grant award. The DOI link in proposalCentral is located on the Award Details page. Your Crossref DOI link leads to a page of publicly available information about this grant award. The information on Crossref includes the grant number, the grant amount, the dates of the award, the title of the research project, the names of the investigators, the research institution, and the lay summary for the research.

The American Cancer Society Center for Diversity in Cancer Research Training requests the use of ORCID identifiers during the application and grant award processes. ORCID enables researchers to seamlessly track and share data between their record, funders, publishers, data repositories, and other research workflows. By virtue of accepting an ACS grant, the grant recipient agrees to allow ACS permission to connect with their ORCID ID record and automatically update their ORCID record with the grant award information.

Although there is no formal ACS approval process for publications by Society grantees, it is helpful to notify the Senior Vice President for the ACS Center for Diversity in Cancer Research Training when manuscripts have been accepted for publication. This will allow ample time for additional public or Society-wide notifications. If your institution plans a press release involving any of your Society-supported cancer research training programs, please notify the Senior Vice President for the ACS Center for Diversity in Cancer Research Training in advance.

ACS grants 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. Funds remaining at the end of each year of the award may be carried over to the next year. For funds remaining at the end of the grant term, see individual grant policies regarding no cost extensions (NCEs). 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.

14. EXPENDITURES

American Cancer Society Center for Diversity in Cancer Research Training grants are not designed to cover the total cost of the cancer research 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.

It is the recommendation of the Society not to exceed the accumulated monthly installments of the grant. In the event of a cancellation or transfer, the institution is only entitled to the prorated amount of the award accumulated between the start and end dates.

Indirect costs

For cancer research training 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 not specifically related to the ACS DICR cancer research training programs
 - Membership dues
- **Tuition, books, and fees** for individuals not recruited to participate in the ACS DICR cancer research 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 the ACS Center for DICR cancer research 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/>).

Please note that the American Cancer Society is unable to renegotiate the terms of this agreement with any individual institution.

17. REQUEST FOR GRANT MODIFICATIONS

All Forms can be found under the Deliverables tab at <https://proposalcentral.com/>. Please note that up-to-date annual reports are required prior to approval of any grant modifications including transfers and no-cost extensions. **The ACS reserves the right to deny requests for extensions, leaves of absence, or transfers.**

a. No Cost Extension (NCE)

A grant may be extended without additional funds if a programmatic need is justified. NCEs requested after the grant's expiration date are not allowed.

b. 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 DICR Training program office at least 30 days prior to the proposed beginning of leave.

c. Key Personnel

Contact the Center for DICR Training program office to request modifications to Key Personnel, such as co-investigators and collaborators.

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, the institution is only entitled to the prorated amount of the award accumulated between the start and termination dates. The ACS assumes no responsibility for expenditures in excess of the prorated amount.

Follow Progress Reporting and Financial Reporting policies as described above.

19. SPECIFIC POLICIES BY GRANT MECHANISM

ACS 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 female 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 sessions 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
- Be a full-time faculty member
- Be an Assistant, Associate or Full Professor
- Have a track record of extramural cancer research or training funding
- Have a track record of mentoring
- Have publications in peer-reviewed journals
- Have administrative/leadership experience (i.e., deputy director or director of a program, center, or department)

Terms and Budget

New grants (up to \$25,000) are awarded to institutions for a one-year project period 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.

Resubmission: One resubmission is allowed for the ACS DICR SHE proposals. Resubmitted applications compete on an equal basis with all applications.

Renewals: Awards may be renewed based on the merit of the renewal application. If a renewal application is not successful, a resubmission of a renewal application may be submitted. Following two unsuccessful renewals, the subsequent application will be considered a new application.

No Cost Extension. 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.** The most recent progress report must be completed prior to requesting an NCE.

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 ACS is flexible in response to the changing needs of a research or training program. The principal investigator may make minor changes \leq \$5,000 per year; however, changes \geq \$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.

Indirect Costs

Not allowed.

Meetings

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.

REQUIRED FINANCIAL REPORT

For ACS'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 B.

ACS 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:

- Be a full-time faculty member
- Be an Associate or Full Professor
- Have a track record of extramural cancer research funding or training
- Have a track record of mentoring junior investigators
- Have publications in peer-reviewed journals
- Have administrative/leadership experience (i.e., deputy director or director of a program, center or department)

Mentor(s)

Principal Investigators (PIs) are required to identify mentors before submitting an application, who are actively engaged in research and have a track record of mentoring undergraduates from underrepresented groups and/or participated in a minority pathway program(s). Speaking with potential mentors during the application process is recommended. The mentor

is expected to be committed to the program, supervising the trainees research, and the career development of the trainee.

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

New grants (up to \$44,000) are awarded to institutions for up to a three-year project period. Institutions 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 Principal Investigator (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 ACS 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

Resubmission: One resubmission is allowed for the ACS DICR Internships proposals. Resubmitted applications compete on an equal basis with all applications.

Renewals: Awards may be renewed based on the merit of the renewal application. If a renewal application is not successful, a resubmission of a renewal application may be submitted. Following two unsuccessful renewals, the subsequent application will be considered a new application.

No Cost Extension. 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. The most recent progress report must be**

completed prior to requesting an NCE.

Expenditures

The American Cancer Society Center for Diversity in Cancer Research Training grants are not designed to cover the total cost of the ACS DICR Internships program or the Principal 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 Training program office 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

Not allowed.

Annual Meetings

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 B.

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 B.

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.

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

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 B.

ACS 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 \(nih.gov\)](https://www.nih.gov/od/office-of-extramural-activities/get-the-facts-diversity-in-extramural-programs).

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:

- Be a full-time faculty member
- Be an Associate or Full Professor
- Have a history of extramural cancer research funding
- Have a history of mentoring junior investigators
- Have publications in peer-reviewed journals
- Have 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 from underrepresented groups and/or participated in a minority pathway program(s). The mentor is expected to be committed to the program, supervising the trainees research, and the career development of the trainee. 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 fellows' interest and the mentor's expertise.

Term and Budget

New grants (\$660,000) are awarded to institutions for a three-year project period which includes 10% allowable indirect costs. This includes \$200,000 direct costs and \$20,000 indirect costs for the three-year project period. The maximum allowable budget per year is \$220,000 to support up to four fellows.

Funds will be disbursed annually in one lump sum of \$220,000 each year. The award includes allowable expenses for personnel support including Mentor and PI support, program oversight and implementation and student expenses for cancer research career development during the 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.

ACS DICR Post-Baccalaureate Fellows Program Expenses Allowed

Financial Support	Description of Cost per Fellow per year
<p>Stipends</p> <p>Plus, additional Fringe Benefits</p>	<p>Fellow stipends may range between \$30k- \$50k based on geographic differences (i.e., Boston, MA, Silicon Valley area of California, New York City and other high tech urban areas may request higher Fellows' stipends).</p> <p>Expenses to offset Housing & Transportation, Healthcare and Childcare coverage.</p>
<p>Training Expenses</p>	<p>Tuition for specific courses (\leq 2 courses per semester allowed and fees, if applicable), annual travel to a professional/scientific meeting, allowance per student for equipment and lab supplies.</p>
<p>Program Oversight and Implementation (up to \$200,000 per project period)</p>	<ul style="list-style-type: none"> • Principal Investigator: 5- 10% FTE based on NIH salary cap • Program Manager: 30- 50 % FTE • Support Services and Mentors

Resubmission: One resubmission is allowed for the ACS DICR Post-Baccalaureate Fellows proposals. Resubmitted applications compete on an equal basis with all applications.

Renewals: Awards may be renewed based on the merit of the renewal application. If a renewal application is not successful, a resubmission of a renewal application may be submitted. Following

two unsuccessful renewals, the subsequent application will be considered a new application.

No Cost Extension: 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 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. **The request must be received 90 days before the expiration date of the grant. The most recent progress report must be completed prior to requesting an NCE.** You may carry-over unspent funds (all years) except for the last year if you are requesting a no- cost extension. 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 B.

Expenditures

American Cancer Society training grants are not designed to cover the total cost of the ACS 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

- Tuition (≤ 2 courses per semester) and Fees (if applicable)
- Program-related travel
- Housing assistance
- Career development
- Networking and educational opportunities
- Registration fees at scientific meetings

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.

Family Medical Leave Act (FMLA) for Post-Bacc Fellows: Administrative PIs should follow their institution's policies.

ACS Post-Baccalaureate Fellows Meetings

The ACS DICR Post-Baccalaureate Fellow 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) Training 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 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 Fellow 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 Fellow and Mentor contact form, click <https://proposalcentral.com>; submission instructions are shown in the Appendix B.

REQUIRED INDIVIDUALIZED DEVELOPMENT PLANS (IDPs):

The ACS does not require a specific IDP form; however, all IDPs should include training goals,

professional development needs, career objectives and timeframe for each goal. The IDPs should clearly outline career development activities during the 2-year research experience to enhance the fellow's competitiveness for transitioning to graduate or professional school. These should be updated at least annually. IDP should not be developed solely by the fellow. Faculty with expertise in the desired career path of the fellow and other professionals such as counselors, or admissions directors should assist in identifying strengths, gaps in knowledge, if any, areas for skill development including coursework, workshops, or experiential activities such as clinical shadowing to assist with development of a comprehensive IDP tailored to each fellow. The program plan should include the process used to develop the IDP and track progress. IDP Resource Guide: [Science Career module for myIDP](#).

Administrative PIs will be responsible for uploading the Individualized Development Plans (IDPs) in ProposalCentral Post Award Management (PAM) system as a deliverable once IDPs are finalized and approved by the Administrative PI. 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 B 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 B.

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.

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 January 1, 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 B.

ACS 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 ACS Professors 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.

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.

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

Not allowed.

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 January 1, 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 B.

APPENDIX A: GUIDELINES FOR MAINTAINING RESEARCH INTEGRITY

The American Cancer Society seeks excellence in the discovery and dissemination of knowledge regarding the cause, prevention, detection, diagnosis, treatment, survivorship, and health policy of cancer. This requires that all individuals affiliated with, or funded by, the American Cancer Society adhere to the highest standards of professional integrity.

The American Cancer Society provides grant funds for individuals at academic and other not-for-profit institutions to promote cancer-related training, research, and treatment. This represents a contractual relationship with such institutions, and it is an accepted responsibility and obligation of those institutions to provide policies and procedures for their faculty, staff, and students that address possible misconduct in training, research, and treatment of patients. Moreover, it is the responsibility and obligation of faculty, students, and staff engaged in scientific research and training to be aware of policies and procedures for addressing possible misconduct at their institutions, and to follow those procedures in reporting possible misconduct.

The ACS Center for Diversity in Cancer Research (DICR) Training reserves the right to impose additional actions, such as dismissal from the ACS DICR program, based on the severity of the misconduct and in alignment with the findings of the institutional investigation.



APPENDIX B: 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 REPORT 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



AMERICAN CANCER SOCIETY

ALL GRANT APPLICATION INSTRUCTIONS

EFFECTIVE JANUARY 2025

ELECTRONIC APPLICATION DEADLINES: 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.

CENTER FOR DIVERSITY IN CANCER RESEARCH (DICR) TRAINING

ALL GRANTS INSTRUCTIONS

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GENERAL INFORMATION

1. AMERICAN CANCER SOCIETY (ACS) GRANT APPLICATION SYSTEM

- Current funding opportunities can be found on our website, [here](#).
- Application materials are available in [ProposalCentral](#) after selecting the training grant mechanism for which you intend to apply.
- Follow instructions for login/register, completion, and submission.
- Key steps:
 - Filter on the “Grant Opportunities” Tab > “Choose American Cancer Society” > “Review Grant Types” > “Select Grant” > Apply Now”
 - Enter Project Title (unless already displayed) > SAVE. This permits access to other application components.
 - Saved applications are stored under “Proposals”.
- Applications that were started but not submitted during a previous cycle should not be used to submit in a different cycle. Applicants should always start a new application in ProposalCentral each cycle. This ensures that applicants are submitting an updated application.
- See ProposalCentral login page for tutorials and additional details about the grant application process.
- For assistance with issues associated with ProposalCentral, click “Help” or contact ALTUM Customer Service at pcsupport@altum.com or 1-800-875-2562.

2. FORMAT

- Insert Principal Investigator (PI) name in the header for each template of the application. Do not change the footers on the templates.
- Application documents may be single- or double-spaced (if single spacing, enter a space between paragraphs).
- **Type size:** 12-point Times New Roman or 11-point Arial are the minimum font sizes for the text; 10-point Times New Roman or 9-point Arial font type may be used for figures, legends, and tables.
- **Margins:** > 0.5 inches all around unless a form with different margins is supplied in the Application Templates.
- **Page numbering:** Number the pages in upper right corner according to the proposal sections listed in the Table of Contents.
- **Do not number:** Signature Page, Contact Page, General Audience Summary, Budget & Justification, if applicable, or the Appendix.
- **NIH Biosketches:** Use the current NIH format for all NIH Biosketches. If the NIH has modified the NIH biosketch, applicants may use the newly modified template, or the template provided in ProposalCentral.

3. UPDATES OF INFORMATION

The following updates should be communicated as specified to the ACS Center for Diversity in Cancer Research Training Program Office. If it is before you have received an application number, contact the ACS Center for Diversity in Cancer Research Training Program Office DiversityResearchTraining@cancer.org.

Withdrawal of Application:

Notify the ACS Center for Diversity in Cancer Research (DICR) Training Program Office Center promptly of your intent to withdraw your application. Include in your letter or email, the PI name, application number, and reason for withdrawal.

Change of Address: Notify the ACS Center for Diversity in Cancer Research (DICR) Training Program Office via email if a mailing address, email address, or phone number has changed since an application submission. Include the PI name and application number on the correspondence and update your information in ProposalCentral.

Change of Institution: If you change institutions between application submission and peer review, contact the ACS Center for DICR Training Program Office to inquire how this may impact the review.

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

Change of Principal Investigator: Prior to any change of Principal Investigator, a request must be submitted in writing to the American Cancer Society and approved by the ACS Center for DICR Training Program Office. 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 DICR Training 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.

4. REQUIRED INFORMATION

Note: Not all fields are required for all applications; see grant-specific instructions.

Project Title: Do not exceed 150 characters including spaces; avoid abbreviations if possible. **Note:** The title will be truncated after 81 characters on the title page. Once the application is submitted, the title of the application cannot be updated.

Principal Investigator/Applicant Information: Some (or all) of the required information from your Professional Profile may already be displayed. If any information is outdated, **stop** and update the Professional Profile before completing this section and submitting an application. Please keep all contact information current.

- **Citizenship Status (mandatory):** On ProposalCentral under “Professional Profile,” indicate your current citizenship status and country of citizenship.
- **Degree and Independent Position Dates:** Under Professional Profile, indicate the date (months and year) your terminal degree was awarded and when your first independent faculty position (or equivalent) began, if applicable.
- **Space:** If applicable, indicate the approximate area of office space provided by your institution to support your program, along with the name of the department head who can verify this commitment. You must insert a value for square footage under Professional Profile, even if that number is zero.
- **ORCID Identifier:** ORCID provides a persistent digital number that you own and control, and that identifies you from every other researcher. Please provide an ORCID identifier if you have one. To add the ORCID ID, click Professional Profile and connect/register for an ID. Once connected, return to your proposal, and click

Save. Additional information on ORCID identifiers can be found at orcid.org.

Institution and Contacts: Provide the required information for the PI's sponsoring institution and institution officials.

- **MSI Designation:** Indicate using the radio buttons whether the PI's institution is a US Department of Education designated Minority Serving Institution (MSI). If yes, then select the type of MSI from the dropdown list. Some common MSI combinations are provided in the dropdown menu, but the list is not exhaustive. Use the text box to enter the type if your institution's MSI or combination is not in the list.

MSIs and Abbreviations:

- ANNH: Alaska Native and Native Hawaiian
 - AANAPISI: Asian American and Native American Pacific Island Serving Institution
 - HSI: Hispanic Serving Institution
 - HBCU: Historically Black Colleges and Universities
 - NASNTI: Native American Indian Serving Non-Tribal Institution
 - PBI: Predominantly Black Institution
 - TCU: Tribal Colleges and Universities
- **Institutional Official:** Indicate the name and address of the official authorized to sign for the institution. Institutional Officials may electronically sign the application if required by the institution, but this is not required by ACS for submission. The PI must give the Institutional Official access to the application for e-signing to be completed. Provide a mailing address for disbursement of funds, in the event that your grant is awarded funding.
 - **Technology Transfer Officer (TTO):** Indicate the name and email address of the TTO. The TTO is responsible for technology transfer and other aspects of the commercialization of research that takes place at a university. The TTO will be responsible for reporting all IP updates to the ACS should the project be awarded funding.
 - **Department Chair:** Indicate the name, department, and email address of the Department Chair. The electronic signature of the Department Chair is not required by the ACS.
 - **Primary Mentor:** Complete all fields for mentor information (if applicable).
 - **Additional Mentor(s):** Complete all fields for additional mentor information (if applicable).

Key Personnel: Defined as individuals who contribute to the development or execution of a training program in a substantive and measurable way (whether or not they receive salaries or compensation under the grant). Key Personnel are personnel that give >0% effort to the program, even if they are not being compensated. Enter the required information for each Key Person, including their designated role. **The PI is always considered Key Personnel, but do not list them under key personnel on ProposalCentral.**

Key Personnel can include individuals at the doctorate, master's, or baccalaureate level (such as postdoctoral fellows, graduate students, and research assistants) if they meet this definition.

Key Personnel are required to designate >0% effort, even if they are not being compensated.

The table below provides information about the documents required for each personnel class. See grant-specific instructions for detailed guidance.

REQUIRED SUPPORTING DOCUMENTS FOR NAMED PERSONNEL

Personnel	Designated “Key”	Biosketch	“Other Support” Documentation	Included in Budget & Justification	Letters
Administrative PI	Yes ^a	Yes	Yes	Yes	N/A
Co-Investigator	Yes	Yes	Yes ^b	Yes ^c	Letter of Agreement/Support ^b
Collaborator	Yes	Yes	Yes ^b	Yes ^c	Letter of Agreement/Support ^b
	No	No	No	No	
Consultant	Yes	Yes	Yes, if paid ^b	Yes, if paid ^c	Letter of Agreement/Support ^b
	No	No	No	Yes, if paid	
Other	No	No	No	Yes	No
Mentor(s) ^d	Yes	Yes	Yes	Yes ^d	Letter of Agreement/Support

^a The PI is always considered Key Personnel but supporting documents should **not** be duplicated in the Key Personnel section on ProposalCentral.

^b For postdoctoral fellows, technicians, and graduate students/assistants, supporting documents are not required.

^c If Key Personnel are not being paid, enter \$0 for the amount requested; percent effort is required. Note that the percent effort indicated on the budget tool in ProposalCentral can be different than the requested compensation.

^d For DICR Internships and Post Baccalaureate Fellows grants, include the Primary Mentor and other mentors, if applicable, as Key Personnel.

Key Personnel Roles and Definitions

The **Principal Investigator** assumes the authority and responsibility to direct the program. The ACS does not permit applications to be directed by multiple Principal Investigators.

A **Co-Investigator** is a vital program contributor (at the same or a different institution), often bringing a needed expertise to the training team. This person commits some level of measurable effort to the program and is therefore Key Personnel, whether compensated or not.

A **Collaborator** plays a lesser role in the thinking and logistics of the program than co-investigator. Depending on the role and effort, a collaborator may be designated as Key Personnel and may be compensated.

A **Consultant** provides expert advice, most often for a fee. If the consultant contributes to the scientific development or execution of a project substantively and measurably, he or she should be designated as Key Personnel.

Other is defined as individuals who are compensated for their contribution to the program but are not considered Key Personnel (e.g., student assistants, technical staff).

A **Mentor** assists in the career and professional development of the trainee. A Primary Mentor should be identified and listed as Key Personnel.

5. GENERAL AUDIENCE SUMMARY

The general audience summary provides an overview of the institution, including the nature of the institution (e.g., university, nonprofit, academic health center, freestanding research facility, etc.). The principal investigator should use this section to describe the importance of the ACS DICR grant to the institution, especially how the ACS DICR grant will be used to leverage other resources to support cancer research, mentoring, and career-development. For the FIA award, the general audience summary should provide an overview of the strategic plan. This summary may be read by, ACS staff members, potential donors, and the public.

- **ACS staff members** use these summaries to identify programs that align with the specific interests of donors and may share them with donors.
- Staff may use the summary for communicating with ACS staff and volunteers and local media about The ACS Center for Diversity in Cancer Research Training funded programs. Summaries of all grants funded by the American Cancer Society are also made available to the public. Therefore, do not include proprietary/confidential information.

The general audience summary should be written in an understandable way for the general public. Describe concisely the goals of the Institution and how this award will facilitate/enhance cancer research career development of students and trainees. If symbols or Greek characters must be used, they should be spelled out to avoid formatting problems. See examples of *General Audience Summary in Appendix A*.

This form is limited to 3,100 characters including spaces and will truncate at that point. Comply with the character limit to permit readers (including peer reviewers) to fully appreciate the “big-picture perspective” of the proposal.

6. ASSURANCES AND CERTIFICATION

Before a student or trainee/fellow can begin a summer/fall research program, all associated research activities involving human subjects or vertebrate animals must be approved by an appropriate institutional committee including consent for minors. Compliance with current US Department of Health and Human Services and ACS guidelines for conflict of interest, recombinant DNA, and scientific misconduct is also required. If awarded, signatures by institutional officials obtained at the time of award activation signifies an understanding and agreement to these requirements. Note: Applicants applying for the SHE program, means for data sharing with eCLOSE Institute should be included with the IRB/IACUC application. A separate data use agreement between the institution and e-Close is required.

7. PI DATA SHEET

The PI demographic information is for use by the ACS Center for Diversity in Cancer Research Training Program Office. While “prefer 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. We are committed to investing in a diverse research workforce and this data enhances our ability to develop inclusive policies and new funding opportunities to address current limitations. ***This information is not accessible to peer reviewers and is not considered at peer review and only de-identified data will be shared internally for reporting***

programmatic impact. By sharing this information with us, you help the American Cancer Society track our progress and identify areas that need improvement.

8. RESUBMISSION

All resubmissions must create a new application in ProposalCentral. Please see grant-specific policies for the allowable number of resubmissions.

Resubmission guidelines:

- Submit a complete application electronically via ProposalCentral
- The title of the program can be altered.
- In the title page section, indicate that the application is a resubmission and select the resubmission number from the dropdown menu.
- Select the appropriate application number from the list of your prior submissions on ProposalCentral.
- Provide the peer review committee code that reviewed the previous application on the title page.

9. APPLICATION SUBMISSION AND REQUIRED E-SIGNATURE

- All application attachments, including the Appendix, must be uploaded as .pdf documents.
- Validate the application on ProposalCentral. An application that has not been validated cannot be electronically submitted.
- Applications must be electronically submitted on ProposalCentral by 11:59 PM ET on the specified deadline date. If the standard deadline falls on a weekend or holiday, applications will be due the following business day.
- The applicant's electronic signature is required on the Signature Page. The e-signature of the Institution Signing Official and the Department Head are optional but available for use should the institution require them. In order to e-sign an application, the signees must be included in the application Contacts in ProposalCentral.
- Technical questions regarding the electronic application process should be directed to Altum at <https://proposalcentral.com/> or 1-800-875-2562.

Note: After submission, you will not be able to make any changes to the forms or upload any modifications to the files.

10. SPECIFIC INSTRUCTIONS BY GRANT MECHANISMS

DICR SUMMER HEALTHCARE EXPERIENCE (SHE) IN ONCOLOGY GRANT INSTRUCTIONS

1. COVER PAGES

Complete all fields, which include mandatory e-signature for the principal investigator. We provide text boxes for e-signatures for the departmental chair (or equivalent) and institutional officials to accommodate institution-specific requirements for proposal submissions, but neither is required for submission to ACS. Note: the PI must enable other users' access to the application on ProposalCentral to permit their e-signatures.

2. APPLICATION TEMPLATES

Once an application is started on ProposalCentral, all necessary application templates are available to download. Complete off-line (described in individual sections below) and upload as .pdf documents before submitting the online application. For assistance, see ProposalCentral's FAQ or call support at 1-800-875-2562.

3. TABLE OF CONTENTS (PAGE 1.1)

The Table of Contents is pre-numbered, corresponding to the page numbers for the first page of each application section. All pages of the application should be numbered sequentially. To complete the Table of Contents for a new application, delete the (Renewals Only) section. To complete the Table of Contents for a renewal application, include all sections including the (Renewal Only) section.

4. REPLY TO PREVIOUS REVIEW (resubmissions and renewals) (PAGE 2.1)

IF THE APPLICATION IS A NEW SUBMISSION, upload the provided template with "Not Applicable" in the body.

IF THE APPLICATION IS A RESUBMISSION, complete this section to clearly and briefly address the points raised in the previous critiques and direct the reader to the specific sections where text, figures, or tables have been made. Revisions should be easily identifiable in the revised application (e.g., bold type, italicized, or underline type). This section should not exceed 3 pages.

IF THE APPLICATION IS A RESUBMISSION OF A RENEWAL, the peer review committee reviews the critiques of the most recent application as part of the evaluation of a new proposal. Resubmission of Renewal applications also must include the Reply to Previous Review, discussing the critiques of the previous application, and documenting progress made toward addressing the points made in previous reviews.

Insert copies of the previous critiques immediately after the Reply to Previous Review, as illustrated in the Table of Contents. In ProposalCentral, go to the "Submitted" page, select "View Review Info," click "Print" to save it as a .pdf. Upload the document to your new application with the other proposal sections.

5. DESCRIPTION OF PROGRAM PLAN (PAGE 3.1)

In *no more than 3 pages*, describe your plans for a 2-week summer cancer research program for up to 20 high school students from backgrounds underrepresented in sciences who identify as female. This should include overall goals and measurable objectives for the proposed program. Describe specific activities planned to support development of research skills and anticipated outcomes. How will the outcomes be measured, monitored, and evaluated? Document your commitment to work with the American Cancer Society (ACS) and other funded ACS DICR SHE in Oncology program sites to develop plans for engaging students in career development activities following the end of the summer experience.

Note: While you may leverage existing pathway programs for networking and career development activities for the ACS DICR SHE in Oncology Program it is expected that students supported by these funds will be recruited, locally or regionally, specifically for the ACS DICR SHE in oncology Program.

6. PROSPECTIVE VOLUNTEER FACULTY MEMBERS (PAGE 4.1)

In the Faculty Member Table template, provide the name, rank title, affiliation, and cancer expertise of prospective doctoral level faculty members integrated with the ACS DICR SHE in Oncology Program. It's recommended that proposed faculty members are representative of the Departments/Schools at your institution and varied backgrounds (health professionals, public, and science disciplines). In the Appendix, include brief NIH style biosketches for all named prospective faculty members, including current research support. Follow the format and instructions provided by the NIH. You may also include a hyperlink to the mentor's laboratory website or other research sites.

Note: The personal statement of the Biosketch can be used to describe contributions and expertise in cancer research, mentoring, and diversity pathway programs.

7. PROGRAM PROMOTION AND RECRUITMENT PLANS (PAGE 5.1)

In *no more than 2 pages*, briefly describe how the ACS DICR SHE in Oncology Program opportunity will be promoted and publicized to eligible high school students who identify as female within your community and beyond. Recruitment plans should include how you will specifically recruit students for the ACS DICR SHE in Oncology program. In addition, plans should also include strategies for engagement of various high school counseling offices if applicable, outreach to high schools within your catchment areas, civic and social organizations, etc. to increase exposure to potential applicants from backgrounds that are underrepresented in science and health professions.

Please Note: If funded, the URL to the ACS DICR 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 of the program webpage to DiversityResearchTraining@cancer.org and include in the Subject Field: SHE PROGRAM URL LINK.

A. ACS DICR SHE IN ONCOLOGY SELECTION PROCESS

1. ACS DICR SHE in Oncology Applicant Eligibility

- a. Rising sophomores, juniors, and seniors with an interest in any STEM discipline
- b. At least 16 years of age before the start of the program, for human subjects' compliance purposes.
- c. Applicants must be full-time students and cannot be enrolled in summer courses that interfere with the ACS DICR SHE in Oncology Program

- d. US citizenship is not required for the ACS DICR SHE students. Please follow your institution's policies regarding student employment and matriculation regarding citizenship.

2. ACS DICR SHE in Oncology Applicant Selection

Briefly describe your process for application and selection of the twenty finalists, including the main components of the application, the composition of the selection committee and the evaluation criteria that will drive decision making. You may use an existing trainee committee, and you are allowed to include faculty external to your institution who have expertise in career development of trainees who are underrepresented in science and health professions. Include contingency plans for students who initially accepted but decline before the start of the program.

8. ENVIRONMENT /EXPERIENCES (PAGE 6.1)

Please limit this section to attributes of the environment that will specifically benefit high school students in your proposed ACS DICR SHE in Oncology Program (i.e., existing infrastructure/pathway programs) and any cancer research programs and resources that have been implemented.

9. LIST OF LETTERS OF SUPPORT FROM COLLABORATORS/CONSULTANTS (PAGE 7.1)

Provide a list of collaborators and consultants. The letter should outline the role that person will play with sufficient details for evaluation of the value of the individual contribution. If there are no collaborators/consultants for the ACS DICR SHE in Oncology Program, enter "Not Applicable" on the template, and upload to ProposalCentral.

Note: To foster communication about the ACS DICR SHE in Oncology Program with local Society volunteers and staff, institutions are encouraged (not required) to include one or two Region representatives to participate as observers during the local ACS DICR SHE in Oncology Selection Committee. (Note: ACS staff may not select students. In addition, the principal investigator should assume responsibility for contacting the appropriate ACS Region staff to develop the plan for ACS institution interaction if none exists).

10. DETAILED BUDGET

Complete the budget page located online at ProposalCentral. Use a start date of June 1 of the next year.

- A. Personnel.** Names and positions of all key personnel must be individually listed, and the percentage of time to be devoted to the program by each person should be entered. List all key personnel (defined as individuals who will participate actively in the design and/or execution of the program and have a level of effort >0%) other than the PI. Details of contractual arrangements with personnel should be provided in the Justification of Budget section.

If the individual has not been selected, please list as "vacancy." Personnel may receive salary support up to a maximum that equals the NIH salary cap, prorated according to their percent effort on the project. If a Key Person is not receiving salary, you can request \$0 for salary, but their percent effort is still required. Their effort and contribution to the project should be outlined in the Budget Justification even if they are not being compensated.

The costs to the institution of employee fringe benefits should be indicated as a percent of the employee's salary. The amount of fringe benefits requested must be prorated to the salary

requested. For example, if 50 percent of an individual's annual salary is requested, then no more than 50 percent of that individual's annual cost for fringe benefits can be requested.

NOTE: For definitions of Key Personnel refer to [ACS CENTER FOR DIVERSITY IN CANCER RESEARCH TRAINING ALL GRANT INSTRUCTIONS-SECTION 4: REQUIRED INFORMATION](#)

B. Equipment

- **Permanent equipment.** Defined as items of nonexpendable property with a purchase cost per unit that equals or exceeds \$5,000 with a useful life of more than one year. List separately and justify the need for each item of permanent equipment. Note: the cost of permanent equipment is not included in the direct cost total used to calculate indirect costs.
- **Small or expendable equipment.** Defined as expendable property with a purchase cost per unit that is less than \$5,000 and/or that has a short service life (<1 year). Note: 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.
- **General purpose equipment.** Equipment such as computers used primarily or exclusively in the actual conduct of the proposed scientific project are considered direct costs and may be included in the direct cost total used to calculate indirect costs. Computers or other general-purpose equipment that will be used on multiple projects or for personal use are not allowable expenditures.

C. Supplies. Group supplies into major categories (e.g., glassware, chemicals, radioisotopes, survey materials, animals, etc.).

D. Travel. List all travel expenses. Any foreign travel requires **pre-approval** by the ACS Center for Diversity in Cancer Research Training Program Office. Domestic travel (North America-USA, Canada, Mexico) expenses do not require pre-approval.

E. Miscellaneous Expenditures. List specific amounts for each item. Examples of allowed expenditures include publication costs and special fees (e.g., pathology, computer time and scientific software, and equipment maintenance).

F. Subcontracts. If any portion of the proposed research is to be carried out at another institution, enter the total direct costs on the online budget detail page on ProposalCentral. Each subcontract should be listed separately. Then provide a categorical breakdown of costs using the Subcontractor Budget and Justification form, using one form per subcontractor. Upload the form(s) when complete, entering the subcontractor's name in the "describe attachment" field.

Subcontracts may be with public or private institutions, provided they do not violate ACS policies. Subcontracts involving a contractor residing outside the borders of the United States are not permitted, unless the applicant can document that it is not feasible to have the work performed within the United States.

Administrative pages: A Letter of Agreement between institutions pertaining to the subcontract should be included in the Appendix.

G. Total Amount Requested. Budget totals should reflect a maximum duration of 1 year. The maximum allowable budget is \$25,000 for the 1-year project period. The amount on the application title page should match the total costs in the detailed budget section.

H. Renewals. For Renewal Applications, budget totals should reflect a maximum duration of 1 year. The maximum allowable budget is up to \$25,000 for a 1-year project period.

11. JUSTIFICATION FOR FUNDS REQUESTED (PAGE 8.1)

This section must include the table provided in the template document; complete it by inserting the information requested about the number of students your institution will host for the funded project period. The maximum award amount is \$25,000. This includes \$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 (See discretionary funds below). These latter amounts must agree with the numbers provided on the cover page of your application.

Discretionary Funds: Awarded institutions will receive discretionary funds (included in the total grant award amount) to use for the benefit of the program. Institutions are required to develop plans for engaging students in career development activities throughout the year (longitudinal activities) following the end of the summer. Discretionary funds or any remaining funds can be used for the following:

- Program Staff (up to \$10,000)
- Program-related travel for the PI and Program Manager (if applicable) to local/regional/national ACS meetings, etc.
- Longitudinal career development and networking activities
- Educational and post-summer opportunities for SHE students
- Promotional items such as T-shirt costs

In the template document, please summarize how the discretionary funds will be utilized. The discretionary funds should not be used to pay eCLOSE. ACS will directly pay eCLOSE for the research didactics and research kits.

Note: Awarded institutions will be required to submit a Report of Expenditures (ROE) detailing the ACS DICR SHE in Oncology Program allowance spending 90 days following the expiration date of the project period.

Indirect Costs: Indirect costs are not allowed for the ACS DICR SHE Program.

12. OTHER SUPPORT (PAGE 9.1)

Applicants should ensure that they include all requested items listed below, especially when modifying Other Support documents submitted to other funding agencies.

The ACS does not require applicants and Key Personnel to sign their Other Support document.

Provide the following information separately for the PI and all other Key Personnel:

- A. Current Support.** List all current funding from intramural and extramural sources (e.g., federal institutional awards and grants from for-profit and not-for-profit agencies, including

career development, and research education support and other grants from the ACS).
Provide for each award:

- a. Source of funds
- b. Grant number
- c. Project Title/Program Name
- d. Inclusive dates of approved or proposed program. For example, in the case of NIH support, provide the dates of the approved or proposed competitive segment.
- e. Total direct costs
- f. Role (e.g., PI, co-PI, co-I, etc.) and percent effort or person-months. For an active project, use person months, even if unsalaried for the current budget period. Classify person-months as academic, calendar, and/or summer.
- g. An outline of the goals of the project/ training program in a brief paragraph.
- h. A clear indication of overlap and differences between this grant and the proposed cancer research training program. If necessary, include an explanatory letter in the Appendix.

B. Pending Support. List all pending applications for funding from intramural and extramural sources (e.g., institutional awards and grants from for-profit and not-for-profit agencies, including other grants from the ACS).

- a. Source of funds
- b. Project title/Program Name
- c. Inclusive dates of approved or proposed project/program. For example, in the case of NIH support, provide the dates of the approved or proposed competitive segment.
- d. Total direct costs
- e. Role (e.g., PI, co-PI, co-I, etc.) and percent effort or person-months. Classify person-months as academic, calendar, and/or summer.
- f. An outline of the goals of the project/training program in a brief paragraph.
- g. A clear indication of overlap and differences between this grant and the proposed cancer research training program. If necessary, include an explanatory letter in the Appendix.

Please notify the ACS Center for Diversity in Cancer Research Training program office if a pending extramural grant is funded during the peer review process.

C. Institutional Support (if applicable). The following information should only be included on the Principal Investigator's Other Support document:

- a. Details of the institutional commitment to support the applicant's salary and cancer research training program, which could include start-up funding. Start-up funding from the institution or from any other sources should be noted.
- b. A description of the space committed to the cancer research training program.
- c. The current term of the applicant's appointment.

The Statement of Institutional Support written by the Department Chair should align with the details provided by the PI in Section C of this template.

13. COMPLIANCE STATEMENTS (PAGE 10.1)

Human Subjects

When conducting research on humans, provide the rationale for selecting your target population. Include the involvement of children, minorities, and especially vulnerable populations such as neonates, pregnant women, prisoners, institutionalized individuals, or others who may be considered vulnerable populations or others who may be considered vulnerable populations. 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. On the planned enrollment form estimate the total number of subjects by primary ethnicity and race, race/ethnicity subgroup (if applicable), and gender. Include a rationale for excluding any population. Estimate the planned enrollment based on these calculations. Also include estimates of the sample distribution by gender, race, and ethnicity (if available).

Potential benefits, risks, and knowledge gained. Succinctly describe the potential benefits and risks to subjects (physical, psychological, financial, legal, or other). Explain why the risks are reasonable in relation to the anticipated benefits, both to research participants and others. Where appropriate, describe alternative treatments and procedures, including the risks and potential benefits to participants. Research specimens and data. If the proposed research involves biospecimens, explain how the research material will be obtained from living subjects and what materials will be collected. List any specific non-biological data, such as demographic information, and how it will be collected, managed, and protected. Specify who will have access to such data and what measures you will maintain to keep personally identifiable private information confidential.

Collaborating sites. Where appropriate, list any collaborating sites where research on human subjects will be performed and describe the role of those sites and collaborating investigators in performing the proposed research. Explain how data from the site(s) will be obtained, managed, and protected.

Note: See the Department of Health and Human Services Office of Research Protection Subparts B-D for additional protections for vulnerable populations.

<http://www.hhs.gov/ohrp/policy/populations/index.html>.

Vertebrate Animals

IACUC approval must be obtained before animal work begins. An IACUC approval letter must be uploaded to ProposalCentral immediately upon approval. Provide your rationale for using live vertebrate animals including the:

- Necessity for using the animals and species proposed.
- Appropriateness of the strains, ages, genders of the animals to be use.

When completing the Targeted Enrollment Table, select non-human subjects research and check the box that most appropriately describes your research.

Biohazards

Briefly describe whether any materials or procedures proposed are potentially hazardous to research personnel, equipment, and/or the environment. What protections will mitigate such risks? Include biological and chemical hazards, if applicable.

Plans for Data Sharing

Investigators are expected to encourage and facilitate data sharing. Proposals should include a Data Sharing Plan:

- Description of your plan for sharing the data with other ACS DICR SHE in Oncology cohort sites and eCLOSE Institute
- What will be your policies for access and sharing the data during the life of your award and after award closeout (5000 characters max)?
- What will be the format, mode of delivery and timetable for data distribution (5000 characters max)?
- Please include any provisions for appropriate protection of privacy, confidentiality, security, or intellectual property (5000 characters max).

14. IMPACT OF ACS DICR SHE IN ONCOLOGY PROGRAM (Page 11.1)

Renewal Applications ONLY. Applications for renewal of the ACS Diversity in Cancer Research Summer Healthcare Experience (SHE) in Oncology program must provide all information requested in Templates 1.1 through 12.1.

Program Overview:

Provide an overview of outstanding accomplishments and progress achieved in the period since the last competitive review. Focus on elements specific to the ACS DICR SHE in Oncology training program.

Describe how the funds provided under the ACS DICR SHE in Oncology training grant were used to benefit the program. List any workshops or seminars sponsored by the program. Include the workshop/seminar titles, speakers, and relevance to the theme and training objectives of the program.

Updates of SHE Students

For students selected to participate in the ACS DICR SHE program, include the following de-identified information, **as applicable**:

- Degrees working toward or received;
- Total number of students who participated in the program
- Student demographic information
- Names of schools' students attended
- Average GPA
- Career development activities (e.g., individualized coursework or workshops)

15. STATEMENT OF INSTITUTIONAL SUPPORT (PAGE 12.1) – (If applicable)

The applicant's Department Chair (or equivalent) should provide the following information for the Principal Investigator only:

- A description of any start-up funds provided by the institution (or from any other sources outside the institution) to the applicant if the applicant is within 10 years of starting their first independent faculty position. An award of start-up funds does not decrease the likelihood of ACS support and can be important evidence of institutional commitment.
- Details of the institutional commitment to support the applicant's salary and cancer research training program, including salary support and dedicated space.
- Details of how the environment and resources at the institution will directly support and contribute to the success of the candidate's cancer research training program.
- The current term of the applicant's appointment.
- The Department's long-term goals for the applicant's career

Non-tenure track applicants should also include a more detailed description of the space committed to the program.

16. BIOGRAPHICAL INFORMATION FOR THE PRINCIPAL INVESTIGATOR AND PROSPECTIVE FACULTY MEMBERS

Provide information for all key personnel involved in the cancer research training program. Complete the NIH Biosketch template. **NOTE: Follow the format and instructions provided by the NIH.**

17. APPENDIX TO APPLICATION

In addition to the application templates, other key documents may be uploaded and submitted as part of the application. However, applicants are urged to keep this section as brief as possible.

Include here:

- Biographical Sketches of the Principal Investigator (PI)
- Prospective Doctoral level faculty members

REQUIRED appended materials:

- Logic Model for ACS DICR SHE in Oncology Program milestones and evaluation criteria
 - https://www.naccho.org/uploads/downloadable-resources/Programs/Public-Health-Infrastructure/KelloggLogicModelGuide_161122_162808.pdf

OPTIONAL appended materials

- Reprints or pre-prints – limited to those highly relevant to the proposed plan.

Appended materials may also include:

- Letter of support from the ACS Region
- Letters of support from key individuals at the institution and
- Letters of support from partners/collaborators

CRITERIA FOR THE REVIEW OF APPLICATIONS

The following items are used by reviewers in evaluating applications for ACS DICR SHE in Oncology Program.

1. REPLY TO PREVIOUS REVIEW (if applicable)

State whether the application is a resubmission or resubmission of a renewal. For resubmitted applications, detail the candidate's responsiveness to previous critiques, focusing on the strengths and weaknesses of their reply. For resubmission of renewal applications, detail the progress made addressing points made by reviewers in the critiques of the previous application.

2. DESCRIPTION OF PROGRAM PLAN

Critically evaluate the institution's plans for a 2-week summer cancer research program for up to 20 high school students from backgrounds underrepresented in science and health professions who identify as female. Are subsequent longitudinal career development and networking activities described? Are there clearly stated goals and measurable objectives for the 2-week research-summer experience? Are the plans feasible? Do the specific activities (including didactic components) support development of research skills and anticipated outcomes? How will the outcomes be measured, monitored, and evaluated? Is there evidence that the students' research-summer experience will leverage other resources to support students' future engagement in cancer research and address racial inequities in the biomedical workforce?

3. EVALUATION OF PROSPECTIVE VOLUNTEER FACULTY MEMBERS

Do the named faculty members have independent research programs with a cancer research focus? Consider the qualifications and reputation of the faculty members in cancer research and in working with high school students. Do the prospective faculty members represent various backgrounds (health professionals, public, and science disciplines)? Do they have documented interest and/or success in working with high school students? Have they previously worked with high school students and/or participated in a minority pathway program(s)?

4. PROGRAM PROMOTION AND RECRUITMENT PLANS

Is there a plan to broadly promote and publicize the ACS DICR SHE in Oncology program to eligible high school students from backgrounds underrepresented in science and health professions who identify as female within the community and beyond? Are outreach efforts planned to increase exposure to potential applicants at local or regional academic institutions? Are diverse communication channels (i.e., electronic mail, list servers, bulletin boards, campus newsletters, etc.) being considered? Is there a well-defined selection process, including evaluation criteria for selecting the 20 finalists? Is there a clear appreciation for student eligibility?

5. CAREER DEVELOPMENT AND NETWORKING ACTIVITIES

Are there career development and networking activities planned to enrich the summer experience and to sustain interest throughout the year? Are the plans feasible? Is there evidence that these plans are leveraging other resources to promote and sustain racial diversity in research? Are there activities planned for engaging students with peers in the cohort as well as other summer high school

and undergraduate/graduate students (if applicable) to create a collegial atmosphere? Does the program provide support to students to overcome barriers they may face?

6. ENVIRONMENT

Evaluate the appropriateness of the environment (academic and research) to support research and training. Include departmental and other institutional personnel, ongoing research and other relevant activities, facilities, resources, access to any populations or individuals to be studied, relevant collaborative relationships, etc. Reference any relevant accreditation from professional societies or organizations. Describe how the presence of these resources will directly benefit high school students and cancer research career development.

7. IMPACT OF SHE PROGRAM

Renewal Applications Only. Renewal applications should be evaluated based on the impact of the institutions previous implemented ACS DICR SHE program, as evidenced by the academic advancement of the students. Renewal applications should highlight any outstanding accomplishments of the SHE program. The reviewer should consider the following: (a) outstanding accomplishments and progress achieved in the period since the last competitive review; (b) how the funds provided under the ACS DICR SHE grant were used to benefit the program; (c) total number of students who participated in the program; (d) student demographic information; (e) average GPA; and (f) career development activities (e.g., individualized coursework or workshops).

8. JUSTIFICATION FOR FUNDS REQUESTED

Not to be factored into scoring. Include the total number of high school students requested each year of the project period and whether the requested funding amount is accurate? Describe how the PI discretionary funds (allowance) will be utilized. Are the budget items justified, specified, and accurate?

9. OVERALL RECOMMENDATIONS

Briefly summarize your critique and state your level of enthusiasm using one of these descriptive terms: Outstanding, Excellent, Good, Fair, Not Competitive.

DICR INTERNSHIP GRANT INSTRUCTIONS

1. COVER PAGES

Complete all fields, which include mandatory e-signature for the principal investigator. We provide text boxes for e-signatures for the departmental chair (or equivalent) and institutional officials to accommodate institution-specific requirements for proposal submissions, but neither is required for submission to ACS. Note: the PI must enable other users' access to the application on ProposalCentral to permit their e-signatures.

2. APPLICATION TEMPLATES

Once an application is started on ProposalCentral, all necessary application templates are available to download. Complete off-line (described in individual sections below) and upload as .pdf documents before submitting the online application. *For assistance, see ProposalCentral's FAQ or call support at 1-800-875-2562.*

3. TABLE OF CONTENTS (PAGE 1.1)

The Table of Contents is pre-numbered, corresponding to the page numbers for the first page of each application section. All pages of the application should be numbered sequentially. To complete the Table of Contents for a new application, delete the (Renewals Only) section. To complete the Table of Contents for a renewal application, include all sections including the (Renewal Only) section.

4. REPLY TO PREVIOUS REVIEW (resubmissions and resubmission of renewals) (PAGE 2.1)

IF THE APPLICATION IS A NEW SUBMISSION, upload the provided template with "Not Applicable" in the body.

IF THE APPLICATION IS A RESUBMISSION, complete this section to clearly and briefly address the points raised in the previous critiques and direct the reader to the specific sections where text, figures, or tables have been made. Revisions should be easily identifiable in the revised application (e.g., bold type, italicized, or underline type). This section should not exceed 3 pages.

IF THE APPLICATION IS A RESUBMISSION OF A RENEWAL, the peer review committee reviews the critiques of the most recent application as part of the evaluation of a new proposal. Resubmission of Renewal applications also must include the Reply to Previous Review, discussing the critiques of the previous application, and documenting progress made toward addressing the points made in previous reviews.

Insert copies of the previous critiques immediately after the Reply to Previous Review, as illustrated in the Table of Contents. In ProposalCentral, go to the "Submitted" page, select "View Review Info," click "Print" to save it as a .pdf. Upload the document to your new application with the other proposal sections.

5. DESCRIPTION OF PROGRAM PLAN (PAGE 3.1)

In *no more than 3 pages*, describe your plans for a 10-week summer cancer research program for

four to eight undergraduate students and subsequent longitudinal career development and networking activities following the summer of 2025 through May 2026. This should include overall goals and measurable objectives for the proposed program. Describe specific activities planned to support development of research skills and anticipated outcomes. How will the outcomes be measured, monitored, and evaluated? Discuss plans for engaging students with peers to create a collegial atmosphere, and how the program will provide support to interns to overcome barriers they may face. Please include the following:

- Table that outlines the curriculum and activities including research, mentoring, workshops, scientific meetings, etc.
- Timeline of proposed activities, clearly distinguishing which will occur summer, fall and spring semesters.

Note: While you may leverage existing pathway programs for networking and career development activities for the ACS DICR internship program, it is expected that students supported by these funds will be recruited, locally or regionally, specifically for the ACS DICR Internship program.

6. PROSPECTIVE MENTORS (PAGE 4.1)

In the Mentor Table template, provide the name, rank title, affiliation, and cancer research focus of at least four (**but no more than eight**) prospective mentors. It's recommended that proposed mentors are 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. In the Appendix, include brief NIH style biosketches for all named prospective mentors, including current research support. Follow the format and instructions provided by the NIH. You may also include a hyperlink to the mentor's laboratory website or other research sites. **Note:** The personal statement of the Biosketch can be used to describe contributions and expertise in cancer research, mentoring, and diversity pathway programs.

7. PROGRAM PROMOTION AND RECRUITMENT PLANS (PAGE 5.1)

In *no more than 2 pages*, briefly describe how the internship opportunity will be promoted and publicized to eligible undergraduate students from groups underrepresented (URM) in science and health professions within your institution and beyond. Recruitment plans should include how you will specifically recruit students for the DICR Internship program. In addition, plans should also include plans for engagement of various departments and schools internally and, if applicable, outreach to other local and regional academic institutions including community colleges. Recruitment of interns from Minority-Serving Institutions (MSIs) is expected if Minority Serving Institutions are within your region of the country. Include letters of support from partnering institutions in the Appendix.

Please Note: If funded, the URL for the ACS DICR program webpage used for recruitment and promotion, is **required** within 30 days following grant activation. The webpage must be co-branded with the ACS and Institution's 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.

ACS DICR INTERN SELECTION PROCESS

1. ACS DICR Intern Applicant Eligibility

- a. Rising sophomores, juniors, and seniors with an interest in any STEM discipline
- b. Applicants must be in good academic standing with at least a 3.0 overall GPA.
Note: If the applicants GPA is 2.5-3.0 a teacher letter of recommendation is required.
- c. Applicants are ineligible for the ACS DICR internship program if their bachelor's degree is awarded before the program ends.
- d. Applicants must be full-time students and cannot be enrolled in summer courses concurrent with the internship.
- e. US citizenship is not required for ACS DICR Interns. Please follow your institution's policies regarding student employment and matriculation regarding citizenship.

2. ACS DICR Intern Selection

Briefly describe your process for selection of the four to eight finalists, including the evaluation criteria that will drive decision making. Accordingly, the institution must establish a Selection Committee made up of faculty from the institution's schools and or faculty external to your institution who have expertise in career development of URM students.

8. ENVIRONMENT /EXPERIENCES (PAGE 6.1)

Considering your cancer research program and environment have already been vetted by our rigorous peer review process and deemed to be outstanding, please limit this section to attributes of the environment that will specifically benefit undergraduate students in your proposed diversity internship program (i.e., existing infrastructure/pathway programs) and any cancer research programs and resources that have been implemented since being awarded ACS funding.

9. LIST OF LETTERS OF SUPPORT FROM COLLABORATORS/CONSULTANTS (PAGE 7.1)

Provide a list of collaborators and consultants. The letter should outline the role that person will play with sufficient details for evaluation of the value of the individual contribution. If there are no collaborators/consultants for the DICR Internships, enter "Not Applicable" on the template, and upload to ProposalCentral.

Note: To foster communication about the ACS DICR Internship Program with local Society volunteers and staff, institutions are encouraged to include one or two Region representatives as members of the local ACS DICR Internship Selection Committee (ACS staff may not select interns but participate as an observer). In addition, the principal investigator should assume responsibility for contacting the appropriate ACS Region staff to develop the plan for ACS institution interaction if none exists.

10. DETAILED BUDGET

Complete the budget page located online at ProposalCentral. For applications submitted in April, use a start date of January 1 of the next year. For applications submitted in October, use a start date of July 1 of the next year.

- A. Personnel.** Names and positions of all key personnel must be individually listed, and the percentage of time to be devoted to the program by each person should be entered. List all key personnel (defined as individuals who will participate actively in the design and/or execution of the cancer research training program and have a level of effort >0%) other than the PI. Details of contractual arrangements with personnel should be provided in the Justification of Budget section.

If the individual has not been selected, please list as "vacancy." Personnel may receive salary support up to a maximum that equals the NIH salary cap, prorated according to their percent effort on the project. If a Key Person is not receiving salary, you can request \$0 for salary, but their percent effort is still required. Their effort and contribution to the project should be outlined in the Budget Justification even if they are not being compensated.

The costs to the institution of employee fringe benefits should be indicated as a percent of the employee's salary. The amount of fringe benefits requested must be prorated to the salary requested. For example, if 50 percent of an individual's annual salary is requested, then no more than 50 percent of that individual's annual cost for fringe benefits can be requested.

NOTE: For definitions of Key Personnel refer to [ACS CENTER FOR DIVERSITY IN CANCER RESEARCH TRAINING ALL GRANT INSTRUCTIONS-SECTION 4: REQUIRED INFORMATION](#)

B. Equipment

- **Permanent equipment.** Defined as items of nonexpendable property with a purchase cost per unit that equals or exceeds \$5,000 with a useful life of more than one year. List separately and justify the need for each item of permanent equipment. Note: the cost of permanent equipment is not included in the direct cost total used to calculate indirect costs.
 - **Small or expendable equipment.** Defined as expendable property with a purchase cost per unit that is less than \$5,000 and/or that has a short service life (<1 year). Note: 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.
 - **General purpose equipment.** Equipment such as computers used primarily or exclusively in the actual conduct of the proposed scientific project are considered direct costs and may be included in the direct cost total used to calculate indirect costs. Computers or other general-purpose equipment that will be used on multiple projects or for personal use are not allowable expenditures.
- C. Supplies.** Group supplies into major categories (e.g., glassware, chemicals, radioisotopes, survey materials, animals, etc.).
- D. Travel.** List all travel expenses. Any foreign travel requires **pre-approval** by the ACS Center for Diversity in Cancer Research Training Program Office. Domestic travel (North America-USA, Canada, Mexico) expenses do not require pre-approval.
- E. Miscellaneous Expenditures.** List specific amounts for each item. Examples of allowed expenditures include publication costs and special fees (e.g., pathology, computer time and scientific software, and equipment maintenance).

F. Subcontracts. If any portion of the proposed research is to be carried out at another institution, enter the total direct costs on the online budget detail page on ProposalCentral. Each subcontract should be listed separately. Then provide a categorical breakdown of costs using the Subcontractor Budget and Justification form, using one form per subcontractor. Upload the form(s) when complete, entering the subcontractor's name in the "describe attachment" field.

Subcontracts may be with public or private institutions, provided they do not violate ACS policies. Subcontracts involving a contractor residing outside the borders of the United States are not permitted, unless the applicant can document that it is not feasible to have the work performed within the United States.

Administrative pages: A Letter of Agreement between institutions pertaining to the subcontract should be included in the Appendix.

G. Total Amount Requested. Budget totals should reflect a maximum duration of 3 years. The maximum allowable budget is \$44,000 per year for a 3-year project period. The amount on the application title page should match the total costs in the detailed budget section.

H. Renewals. For Renewal Applications, budget totals should reflect a maximum duration of 3 years. The maximum allowable budget is \$44,000 per year for a 3-year project period.

11. JUSTIFICATION FOR FUNDS REQUESTED (PAGE 8.1)

This section must include the table provided in the template document; complete it by inserting the information requested about the number of interns your institution will host each year and the funding request for the current grant. These latter amounts must agree with the numbers provided on the cover page of your application.

PI Discretionary Funds: In the template document, please summarize how the PI allowance will be utilized. Examples of allowable expenses include program-related travel, housing assistance, career development, and networking and educational opportunities. Details of internship allowance spending will be requested at close-out of the grant award.

Indirect Costs: Indirect costs are not allowed for the ACS DICR Internships program.

12. OTHER SUPPORT (PAGE 9.1)

Applicants should ensure that they include all requested items listed below, especially when modifying Other Support documents submitted to other funding agencies.

The ACS does not require applicants and Key Personnel to sign their Other Support document.

Provide the following information separately for the PI and all other Key Personnel:

A. Current Support. List all current funding from intramural and extramural sources (e.g., federal institutional awards and grants from for-profit and not-for-profit agencies, including career development, and research education support and other grants from the ACS). Provide for each award:

a. Source of funds

- b. Grant number
- c. Project title/Program Name
- d. Inclusive dates of approved or proposed project. For example, in the case of NIH support, provide the dates of the approved or proposed competitive segment.
- e. Total direct costs
- f. Role (e.g., PI, co-PI, co-I, etc.) and percent effort or person-months. For an active project, use person months, even if unsalaried for the current budget period. Classify person-months as academic, calendar, and/or summer.
- g. An outline of the goals of the training program in a brief paragraph.
- h. A clear indication of overlap and differences between this grant and the proposed cancer research training program. If necessary, include an explanatory letter in the Appendix.

B. Pending Support. List all pending applications for funding from intramural and extramural sources (e.g., institutional awards and grants from for-profit and not-for-profit agencies, including other grants from the ACS).

- a. Source of funds
- b. Project title/Program Name
- c. Inclusive dates of approved or proposed project/program. For example, in the case of NIH support, provide the dates of the approved or proposed competitive segment.
- d. Total direct costs
- e. Role (e.g., PI, co-PI, co-I, etc.) and percent effort or person-months. Classify person-months as academic, calendar, and/or summer.
- f. An outline of the goals of the project/program in a brief paragraph.
- g. A clear indication of overlap and differences between this grant and the proposed cancer research training program. If necessary, include an explanatory letter in the Appendix.

Please notify the ACS Center for Diversity in Cancer Research Training program office if a pending extramural grant is funded during the peer review process.

C. Institutional Support (if applicable). The following information should only be included on the Principal Investigator's Other Support document:

- a. Details of the institutional commitment to support the applicant's salary and cancer research training program, which could include start-up funding. Start-up funding from the institution or from any other sources should be noted.
- b. A description of the space committed to the cancer research training program.
- c. The current term of the applicant's appointment.

The Statement of Institutional Support written by the Department Chair should align with the details provided by the PI in Section C of this template.

13. COMPLIANCE STATEMENTS (PAGE 10.1)

Human Subjects

When conducting research on humans, provide the rationale for selecting your target population. Include the involvement of children, minorities, and especially vulnerable populations such as

neonates, pregnant women, prisoners, institutionalized individuals, or others who may be considered vulnerable populations or others who may be considered vulnerable populations. 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. On the planned enrollment form estimate the total number of subjects by primary ethnicity and race, race/ethnicity subgroup (if applicable), and gender. Include a rationale for excluding any population. Estimate the planned enrollment based on these calculations. Also include estimates of the sample distribution by gender, race, and ethnicity (if available).

Potential benefits, risks, and knowledge gained. Succinctly describe the potential benefits and risks to subjects (physical, psychological, financial, legal, or other). Explain why the risks are reasonable in relation to the anticipated benefits, both to research participants and others. Where appropriate, describe alternative treatments and procedures, including the risks and potential benefits to participants. Research specimens and data. If the proposed research involves biospecimens, explain how the research material will be obtained from living subjects and what materials will be collected. List any specific non-biological data, such as demographic information, and how it will be collected, managed, and protected. Specify who will have access to such data and what measures you will maintain to keep personally identifiable private information confidential.

Collaborating sites. Where appropriate, list any collaborating sites where research on human subjects will be performed and describe the role of those sites and collaborating investigators in performing the proposed research. Explain how data from the site(s) will be obtained, managed, and protected.

Note: See the Department of Health and Human Services Office of Research Protection Subparts B-D for additional protections for vulnerable populations.

<http://www.hhs.gov/ohrp/policy/populations/index.html>.

Vertebrate Animals

IACUC approval must be obtained before animal work begins. An IACUC approval letter must be uploaded to ProposalCentral immediately upon approval. Provide your rationale for using live vertebrate animals including the:

- Necessity for using the animals and species proposed.
- Appropriateness of the strains, ages, genders of the animals to be used.

When completing the Targeted Enrollment Table, select non-human subjects research and check the box that most appropriately describes your research.

Biohazards

Briefly describe whether any materials or procedures proposed are potentially hazardous to research personnel, equipment, and/or the environment. What protections will mitigate such risks? Include biological and chemical hazards, if applicable.

14. IMPACT OF ACS DICR INTERNSHIP PROGRAM (Page 11.1)

Renewal Applications ONLY. Applications for renewal of the ACS Diversity in Cancer Research Internship program must provide all information requested in Templates 1.1 through 12.1.

Program Overview:

Provide an overview of outstanding accomplishments and progress achieved in the period since the last competitive review. Focus on elements specific to the ACS DICR Internship program.

Describe how the funds provided under the ACS DICR Internship grant were used to benefit the program. List any workshops or seminars sponsored by the program. Include the workshop/seminar titles, speakers, and relevance to the theme and training objectives of the program.

Progress of ACS DICR Interns

For each intern appointed to the grant in the period covered since the last competitive review provide a summary of his or her training and progress, including the following information, as applicable:

- Degrees working toward or received;
- Mentor(s);
- Description of the interns research project and progress;
- Career development activities (e.g., individualized coursework or workshops attended);
- Conference presentations;
- A description of the intern's contribution to any planned or published papers resulting from research conducted while supported by this award (e.g., designed or conducted experiment, analyzed data, drafted paper); and
- Honors, awards, fellowships, and any other support received during the period of training.

Note: Supplemental materials will be accepted after the April 1st deadline through May 5th, 2025. However, these items should be limited to updated information about both present and past trainees, i.e., additional awards received, articles published, or highlights of any outstanding accomplishments by the fellows.

15. STATEMENT OF INSTITUTIONAL SUPPORT (PAGE 12.1) – (If applicable)

The applicant's Department Chair (or equivalent) should provide the following information for the Principal Investigator only:

- A description of any start-up funds provided by the institution (or from any other sources outside the institution) to the applicant if the applicant is within 10 years of starting their first independent faculty position. An award of start-up funds does not decrease the likelihood of ACS support and can be important evidence of institutional commitment.
- Details of the institutional commitment to support the applicant's salary and cancer research training program, including salary support and dedicated space.

- Details of how the environment and resources at the institution will directly support and contribute to the success of the candidate's cancer research training program.
- The current term of the applicant's appointment.
- The Department's long-term goals for the applicant's career

Non-tenure track applicants should also include a more detailed description of the space committed to the program.

16. BIOGRAPHICAL INFORMATION FOR THE PRINCIPAL INVESTIGATOR AND MENTORS

Provide information for all key personnel involved in the cancer research training program. Complete the NIH Biosketch template. **NOTE: Follow the format and instructions provided by the NIH.**

17. APPENDIX TO APPLICATION

In addition to the application templates, other key documents may be uploaded and submitted as part of the application. However, applicants are urged to keep this section as brief as possible.

Include here:

- Biographical Sketches of the Principal Investigator (PI) and Mentors

REQUIRED appended materials:

- Logic Model for ACS DICR Internship program milestones and evaluation criteria
 - https://www.naccho.org/uploads/downloadable-resources/Programs/Public-Health-Infrastructure/KelloggLogicModelGuide_161122_162808.pdf

OPTIONAL appended materials

- Reprints or pre-prints – limited to those highly relevant to the proposed plan.

Appended materials may also include:

- Letter of support from the ACS Region
- Letters of support from key individuals at the institution and
- Letters of support from partners/collaborators

CRITERIA FOR THE REVIEW OF APPLICATIONS

1. REPLY TO PREVIOUS REVIEW (if applicable)

State whether the application is a resubmission or resubmission of a renewal. For resubmitted applications, detail the candidate's responsiveness to previous critiques, focusing on the strengths and weaknesses of their reply. For resubmission of renewal applications, detail the progress made addressing points made by reviewers in the critiques of the previous application.

2. DESCRIPTION OF PROGRAM PLAN

Critically evaluate the institution's plans for a 10-week summer cancer research program for four to eight undergraduate students and subsequent longitudinal career development and networking activities. Are there clearly stated goals and measurable objectives for the 10-week research-summer intensive experience? Are the plans feasible? Do the specific activities (including didactic components) support development of research skills and anticipated outcomes? How will the outcomes be measured, monitored, and evaluated? Is there evidence that the interns' research-summer intensive experience will leverage other resources to support interns' future engagement in cancer research and address inequities in the biomedical workforce?

3. EVALUATION OF PROSPECTIVE MENTORS

Are at least four prospective mentors named who have independent research programs with a cancer research focus? Consider the qualifications and reputation of the mentor(s) in cancer research and in mentoring undergraduate students. Do they have documented interest and/or success in mentoring? Have they previously mentored undergraduate students and/or participated in a minority pathway program(s)?

4. PROGRAM PROMOTION AND RECRUITMENT PLANS

Is there a plan to broadly promote and publicize the ACS DICR Internship program to eligible underrepresented undergraduate students within their institution? Are outreach efforts planned to increase exposure to potential applicants at local or regional academic institutions including community colleges? Are diverse communication channels (i.e., electronic mail, list servers, bulletin boards, campus newsletters, etc.) being considered? Is there a well-defined application and selection process, including application components and evaluation criteria for selecting the finalists? Is there a clear appreciation for intern eligibility?

5. CAREER DEVELOPMENT, NETWORKING AND MENTORING ACTIVITIES

Is there career development, networking and/or mentoring activities planned to enrich the summer experience and to sustain interest during the next academic year? Are the plans feasible? Is there evidence that these plans are leveraging other resources to promote and sustain racial diversity in research? Are there activities planned for engaging students with peers in the cohort as well as other summer undergraduate researchers (if applicable) and graduate students to create a collegial atmosphere? Does the program provide support to interns to overcome barriers they may face?

6. ENVIRONMENT

Evaluate the appropriateness of the environment (academic and research) to support research, training, and mentoring. Include departmental and other institutional personnel, ongoing research and other relevant activities, facilities, resources, access to any populations or individuals to be studied, relevant collaborative relationships, etc. Reference any relevant accreditation from professional societies or organizations. Describe how the presence of these resources will directly benefit cancer research career development.

7. IMPACT OF INTERNSHIP PROGRAM

Renewal Applications Only. Renewal applications should be evaluated based on the impact of the institutions previous implemented ACS DICR Internship program, as evidenced by the academic

advancement of the interns. Renewal applications should highlight any outstanding accomplishments of the ACS DICR internship program. The reviewer should consider the following: (a) outstanding accomplishments and progress achieved in the period since the last competitive review; (b) how the funds provided under the ACS DICR Internship grant were used to benefit the program; (c) interns contribution to any planned or published papers resulting from research conducted while supported by this award (e.g., designed or conducted experiment, analyzed data, drafted paper); (d) career development activities; (e) Pubs/Manuscripts; and (f) interns invited to scientific meetings to present posters.

8. BUDGET

Not to be factored into scoring. Evaluate the overall budget and individual budget categories with respect to the award cap. Are the budget items justified, specified, and accurate? Is the percent effort of key personnel appropriate? Describe any suggested budget changes. Use specific amounts and/or percentages.

9. JUSTIFICATION OF FUNDS REQUESTED

Not to be factored into scoring. Include the total number of ACS DICR interns requested each year of the project period and whether the requested funding amount is accurate? Describe how the PI discretionary funds (allowance) will be utilized. Are the budget items justified, specified, and accurate?

10. OVERALL RECOMMENDATIONS

Briefly summarize your critique and state your level of enthusiasm using one of these descriptive terms: Outstanding, Excellent, Good, Fair, Not Competitive.

DICR POST-BACCALAUREATE FELLOWS GRANT INSTRUCTIONS

1. COVER PAGES

Complete all fields, which include mandatory e-signature for the principal investigator. We provide text boxes for e-signatures for the departmental chair (or equivalent) and institutional officials to accommodate institution-specific requirements for proposal submissions, but neither is required for submission to ACS. Note: the PI must enable other users' access to the application on ProposalCentral to permit their e-signatures.

2. APPLICATION TEMPLATES

Once an application is started on ProposalCentral, all necessary application templates are available to download. Complete off-line (described in individual sections below) and upload as .pdf documents before submitting the online application. *For assistance, see ProposalCentral's FAQ or call support at 1-800-875-2562.*

3. TABLE OF CONTENTS (PAGE 1.1)

The Table of Contents is pre-numbered, corresponding to the page numbers for the first page of each application section. All pages of the application should be numbered sequentially. To complete the Table of Contents for a new application, delete the (Renewals Only) section. To complete the Table of Contents for a renewal application, include all sections including the (Renewal Only) section.

4. REPLY TO PREVIOUS REVIEW (resubmissions and renewals) (PAGE 2.1)

IF THE APPLICATION IS A NEW SUBMISSION, upload the provided template with "Not Applicable" in the body.

IF THE APPLICATION IS A RESUBMISSION, complete this section to clearly and briefly address the points raised in the previous critiques and direct the reader to the specific sections where text, figures, or tables have been made. Revisions should be easily identifiable in the revised application (e.g., bold type, italicized, or underline type). This section should not exceed 3 pages.

IF THE APPLICATION IS A RESUBMISSION OF A RENEWAL, the peer review committee reviews the critiques of the most recent application as part of the evaluation of a new proposal. Resubmission of Renewal applications also must include the Reply to Previous Review, discussing the critiques of the previous application, and documenting progress made toward addressing the points made in previous reviews.

Insert copies of the previous critiques immediately after the Reply to Previous Review, as illustrated in the Table of Contents. In ProposalCentral, go to the "Submitted" page, select "View Review Info," click "Print" to save it as a .pdf. Upload the document to your new application with the other proposal sections.

5. DESCRIPTION OF PROGRAM PLAN (PAGE 3.1)

In *no more than 3 pages*, describe your plans for the 24-month cancer research experience tailored to the students' goals and plan for developing individualized career development plans for the four ACS DICR Post-Baccalaureate fellows that meets their individual goals and needs. This should include overall goals and measurable objectives for the cancer research experience. Describe specific activities planned to support development of research skills and anticipated outcomes.

How will the outcomes be measured, monitored, and evaluated? Discuss plans for engaging fellows with peers to create a collegial atmosphere, and how the program will provide support to post-baccalaureate fellows to overcome barriers they may face. Please provide the following:

- Table that outlines the activities including research, mentoring, workshops, scientific meetings, social support/networking, clinical exposure, or community service activities, etc.
- Timeline of proposed activities, clearly distinguishing which will occur during the project period.

6. PROSPECTIVE MENTORS (PAGE 4.1)

In the Mentor Table template, provide the name, rank title, affiliation, and cancer research focus of at least four (***but no more than six***) prospective mentors. It is 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. In the Appendix, include brief NIH style biosketches for all named prospective mentors, including current research support. Follow the format and instructions provided by the NIH. You may also include a hyperlink to the mentor's laboratory website or other research sites. **Note:** The personal statement of the Biosketch can be used to describe contributions and expertise in cancer research, mentoring, and diversity pathway programs.

7. PROGRAM PROMOTION AND RECRUITMENT PLANS (PAGE 5.1)

In *no more than 2 pages*, briefly describe how the ACS DICR Post-Baccalaureate opportunity will be promoted and publicized to eligible individuals from groups underrepresented in science and health professions within your institution and beyond. Recruitment plans should include how you will specifically recruit fellows for the ACS DICR Post-Baccalaureate Program. In addition, plans should also include plans for engagement of various departments and schools internally and, if applicable, outreach to other local and regional academic institutions including community colleges to increase exposure to potential applicants that are defined by as URM groups. Recruitment of post-baccalaureate fellows from Minority-Serving Institutions (MSIs) is expected if Minority Serving Institutions are within your region of the country. Include letters of support from partnering institutions in the Appendix.

Please Note: Funded institutions are required to develop an ACS DICR Post-Baccalaureate webpage on your institution's website. The URL to the ACS Post-Baccalaureate 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.

A. ACS DICR POST-BACCALAUREATE FELLOW SELECTION PROCESS

1. ACS DICR Post-Baccalaureate Fellows Applicant Eligibility

- a. Applicants must agree to participate in the ACS DICR Post-Baccalaureate Fellow program full-time and cannot be simultaneously enrolled full-time in a graduate degree granting program.
- b. Bachelor's degree in any STEM discipline, health profession or related field
- c. ≤ 3 years having a conferred bachelor's degree.
- d. US citizenship is not required for the ACS DICR Post-Baccalaureate Fellows. Please follow your institution's policies regarding trainee employment and matriculation regarding citizenship.

2. ACS DICR Post Baccalaureate Fellows Application and Selection

Briefly describe your application and the selection process for choosing the four finalists, including the composition of the selection committee, main components of the application and the evaluation criteria that will drive decision making. You may use an existing trainee committee, and you are allowed to include faculty external to your institution who have expertise in career development of diverse fellows.

8. ENVIRONMENT (PAGE 6.1)

Please limit this section to attributes of the environment that will specifically benefit fellows in your proposed ACS DICR Post-Baccalaureate Program (i.e., existing infrastructure/pathway programs) and any cancer research programs and resources.

9. LIST OF LETTERS OF SUPPORT FROM COLLABORATORS/CONSULTANTS (PAGE 7.1)

Provide a list of collaborators and consultants. The letter should outline the role that person will play with sufficient details for evaluation of the value of the individual contribution. If there are no collaborators/consultants for the ACS DICR Post-Baccalaureate program, enter "Not Applicable" on the template, and upload to ProposalCentral.

Note: To foster communication about the ACS DICR Post-Baccalaureate Program with local Society volunteers and staff, institutions are encouraged to include one or two Region representatives as members of the local ACS DICR Post-Baccalaureate Selection Committee. (Note: ACS staff may not select fellows but participate as an observer). In addition, the principal investigator should assume responsibility for contacting the appropriate ACS Region staff to develop the plan for ACS institution interaction if none exists.

10. DETAILED BUDGET

Complete the budget page located online at ProposalCentral. Use a start date of June 1 of the next year.

- A. Personnel.** Names and positions of all Key Personnel must be individually listed, and the percent effort for all key persons should be entered. List all Key Personnel for the ACS DICR Post-Baccalaureate Program, whether they are receiving compensation or not. Details of contractual arrangements with Key Personnel should be provided in the Budget Justification

section. If the individual has not been selected, please list as "vacancy." Personnel may receive salary support up to a maximum that equals the NIH salary cap, prorated according to their percent effort on the project. If a Key Person is not receiving salary, you can request \$0 for salary, but their percent effort is still required. Their effort and contribution to the project should be outlined in the Budget Justification even if they are not being compensated.

The costs to the institution of employee fringe benefits should be indicated as a percent of the employee's salary. The amount of fringe benefits requested must be prorated to the salary requested. For example, if 50 percent of an individual's annual salary is requested, then no more than 50 percent of that individual's annual cost for fringe benefits can be requested.

NOTE: For definitions of Key Personnel refer to [ACS CENTER FOR DIVERSITY IN CANCER RESEARCH TRAINING ALL GRANT INSTRUCTIONS-SECTION 4: REQUIRED INFORMATION](#)

B. Equipment

- **Permanent equipment.** Defined as items of nonexpendable property with a purchase cost per unit that equals or exceeds \$5,000 with a useful life of more than one year. List separately and justify the need for each item of permanent equipment. **Note:** the cost of permanent equipment is not included in the direct cost total used to calculate indirect costs.
- **Small or expendable equipment.** Defined as expendable property with a purchase cost per unit that is less than \$5,000 and/or that has a short service life (<1 year). **Note:** the cost of small or expendable equipment may be included in the direct cost total used to calculate Indirect costs.
- **General purpose equipment.** Equipment such as computers used primarily or exclusively in the actual conduct of the proposed scientific project are considered direct costs and may be included in the direct cost total used to calculate indirect costs. Computers or other general- purpose equipment that will be used on multiple projects or for personal use are not allowable expenditures.

C. Supplies. Group supplies into major categories (e.g., glassware, chemicals, radioisotopes, survey materials, animals, etc.).

D. Travel. Domestic travel only; special consideration will be given for attendance at scientific meetings held in Canada.

E. Miscellaneous Expenditures. List specific amounts for each item. Examples of allowable expenses include program-related travel, housing assistance, career development, and networking and educational opportunities. Details of post-baccalaureate allowance spending will be requested at close-out of the supplement award.

F. Indirect Costs. To help the institution provide proper laboratory and clinical facilities, the Society will permit an indirect cost allowance of 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.

G. Total Amount Requested. Budget totals should reflect a maximum duration of 3 years. The maximum allowable budget is \$660,000 for a 3-year project period which includes 10% allowable indirect costs. \$220,000 per year (\$200k direct costs and \$20k indirect costs). The amount on the application title page should match the total costs in the detailed budget section.

H. Renewals. For Renewal Applications, budget totals should reflect a maximum duration of 2 years. The maximum allowable budget is \$660,000 for a 2-year project period which includes 10% allowable indirect costs. Three hundred and thirty thousand dollars per year (\$330,000) which includes \$300,000 direct costs and \$30,000 indirect costs. The amount on the application title page should match the total costs in the detailed budget section.

Note: For budgets that do not request the maximum allowable amount, if the grant is funded, the ACS will round the total to the nearest thousand dollars. We encourage applicants to budget the maximum allowed and request a budget amount that is rounded to an even thousand dollars.

11. JUSTIFICATION OF BUDGET (PAGE 8.1)

Provide budget justification on the template provided. Justify all items of permanent equipment costing over \$5,000, as well as your needs for personnel, supplies, travel, and other miscellaneous items. If the budget includes a request for funds to be expended outside the United States or its territories, include an explanation of why such costs are essential for the successful conduct of the project, and why there are no alternatives. Provide details of contractual arrangements with key personnel in this section.

12. OTHER SUPPORT (PAGE 9.1)

Applicants should ensure that they include all requested items listed below, especially when modifying Other Support documents submitted to other funding agencies.

The ACS does not require applicants and Key Personnel to sign their Other Support document.

Provide the following information separately for the PI and all other Key Personnel:

A. Current Support. List all current funding from intramural and extramural sources (e.g., federal institutional awards and grants from for-profit and not-for-profit agencies, including career development, and research education support and other grants from the ACS). Provide for each award:

a. Source of funds

- b. Grant number
 - c. Project title
 - d. Inclusive dates of approved or proposed project/program. For example, in the case of NIH support, provide the dates of the approved or proposed competitive segment.
 - e. Total direct costs
 - f. Role (e.g., PI, co-PI, co-I, etc.) and percent effort or person-months. For an active project, use person months, even if unsalaried for the current budget period. Classify person-months as academic, calendar, and/or summer.
 - g. An outline of the goals of the project/program in a brief paragraph.
 - h. A clear indication of overlap and differences between this grant and the proposed cancer research training program. If necessary, include an explanatory letter in the Appendix.
- B. Pending Support.** List all pending applications for funding from intramural and extramural sources (e.g., institutional awards and grants from for-profit and not-for-profit agencies, including other grants from the ACS).
- a. Source of funds
 - b. Project title
 - c. Inclusive dates of approved or proposed project/program. For example, in the case of NIH support, provide the dates of the approved or proposed competitive segment.
 - d. Total direct costs
 - e. Role (e.g., PI, co-PI, co-I, etc.) and percent effort or person-months. Classify person-months as academic, calendar, and/or summer.
 - f. An outline of the goals of the project/program in a brief paragraph.
 - g. A clear indication of overlap and differences between this grant and the proposed cancer research training program. If necessary, include an explanatory letter in the Appendix.

Please notify the ACS Center for Diversity in Cancer Research Training program office if a pending extramural grant is funded during the peer review process.

- C. Institutional Support (if applicable).** The following information should only be included on the Principal Investigator's Other Support document:
- a. A description of any start-up funds provided by the institution to the applicant. An award of start-up funds does not decrease the likelihood of ACS support and can be important evidence of institutional commitment.
 - b. Details of the institutional commitment to support the applicant's salary.
 - c. The current term of the applicant's appointment.

The Statement of Institutional Support written by the Department Chair should align with the details provided by the PI in Section C of this template.

13. COMPLIANCE STATEMENTS (PAGE 10.1)

Human Subjects

When conducting research on humans, provide the rationale for selecting your target population. Include the involvement of children, minorities, and especially vulnerable populations such as neonates, pregnant women, prisoners, institutionalized individuals, or others who may be considered vulnerable populations or others who may be considered vulnerable populations. 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. On the planned enrollment form estimate the total number of subjects by primary ethnicity and race, race/ethnicity subgroup (if applicable), and gender. Include a rationale for excluding any population. Estimate the planned enrollment based on these calculations. Also include estimates of the sample distribution by gender, race, and ethnicity (if available).

Potential benefits, risks, and knowledge gained. Succinctly describe the potential benefits and risks to subjects (physical, psychological, financial, legal, or other). Explain why the risks are reasonable in relation to the anticipated benefits, both to research participants and others. Where appropriate, describe alternative treatments and procedures, including the risks and potential benefits to participants. Research specimens and data. If the proposed research involves biospecimens, explain how the research material will be obtained from living subjects and what materials will be collected. List any specific non-biological data, such as demographic information, and how it will be collected, managed, and protected. Specify who will have access to such data and what measures you will maintain to keep personally identifiable private information confidential.

Collaborating sites. Where appropriate, list any collaborating sites where research on human subjects will be performed and describe the role of those sites and collaborating investigators in performing the proposed research. Explain how data from the site(s) will be obtained, managed, and protected.

Note: See the Department of Health and Human Services Office of Research Protection Subparts B-D for additional protections for vulnerable populations.

<http://www.hhs.gov/ohrp/policy/populations/index.html>.

Vertebrate Animals

IACUC approval must be obtained before animal work begins. An IACUC approval letter must be uploaded to ProposalCentral immediately upon approval. Provide your rationale for using live vertebrate animals including the:

- Necessity for using the animals and species proposed.
- Appropriateness of the strains, ages, genders of the animals to be use.

When completing the Targeted Enrollment Table, select non-human subjects research and check the box that most appropriately describes your research.

Biohazards

Briefly describe whether any materials or procedures proposed are potentially hazardous to research personnel, equipment, and/or the environment. What protections will mitigate such risks? Include biological and chemical hazards, if applicable.

14. IMPACT OF ACS DICR POST-BACCALAUREATE FELLOWS PROGRAM (Page 11.1)

Renewal Applications ONLY. Applications for renewal of the ACS Diversity in Cancer Research Post-Baccalaureate Fellows program must provide all information requested in Templates 1.1 through 12.1.

Program Overview:

Provide an overview of outstanding accomplishments and progress achieved in the period since the last competitive review. Focus on elements specific to the ACS DICR Post-Baccalaureate Fellows training program.

Describe how the funds provided under the ACS DICR Post-Baccalaureate Fellows training grant were used to benefit the program. List any workshops or seminars sponsored by the program. Include the workshop/seminar titles, speakers, and relevance to the theme and training objectives of the program.

Describe how the ACS DICR Post-Baccalaureate Fellow IDPs were used to help manage the fellows' training and career development. **Note:** Please do not include actual IDPs.

Progress of ACS DICR Fellows

For each fellow appointed to the grant in the period covered since the last competitive review provide a summary of his or her training and progress, including the following information, as applicable:

- Degrees working toward or received;
- Mentor(s);
- Description of the fellows' research project and progress;
- Career development activities (e.g., individualized coursework or workshops attended);
- Conference presentations;
- A description of the fellow's contribution to any planned or published papers resulting from research conducted while supported by this award (e.g., designed or conducted experiment, analyzed data, drafted paper); and
- Honors, awards, fellowships, and any other support received during the period of training.

Note: Supplemental materials will be accepted after the April 1st deadline through May 5th, 2025. However, these items should be limited to updated information about

both present and past trainees, i.e., additional awards received, articles published, or highlights of any outstanding accomplishments by the fellows.

15. STATEMENT OF INSTITUTIONAL SUPPORT (PAGE 12.1) – (If applicable)

The applicant's Department Chair (or equivalent) should provide the following information for the Principal Investigator only:

- A description of any start-up funds provided by the institution (or from any other sources outside the institution) to the applicant if the applicant is within 10 years of starting their first independent faculty position. An award of start-up funds does not decrease the likelihood of ACS support and can be important evidence of institutional commitment.
- Details of the institutional commitment to support the applicant's salary and cancer research training program, including salary support and dedicated space.
- Details of how the environment and resources at the institution will directly support and contribute to the success of the candidate's cancer research training program.
- The current term of the applicant's appointment.
- The Department's long-term goals for the applicant's career

Non-tenure track applicants should also include a more detailed description of the space committed to the program.

16. BIOGRAPHICAL INFORMATION FOR THE PRINCIPAL INVESTIGATOR AND MENTORS

Provide information for all key personnel involved in the cancer research training program. Complete the NIH Biosketch template. NOTE: Follow the format and instructions provided by the NIH.

17. APPENDIX TO APPLICATION

In addition to the application templates, other key documents may be uploaded and submitted as part of the application. However, applicants are urged to keep this section as brief as possible.

Include here:

- Biographical Sketches of the Principal Investigator (PI) and Mentors

REQUIRED appended materials:

- Logic Model for ACS DICR Post-Baccalaureate Fellows Program milestones and evaluation criteria https://www.naccho.org/uploads/downloadable-resources/Programs/Public-Health-Infrastructure/KelloggLogicModelGuide_161122_162808.pdf

OPTIONAL

Reprints or pre-prints – limited to those highly relevant to the proposed plan.

Appended materials may also include:

- Letter of support from the ACS Region
- Letters of support from key individuals at the institution and
- Letters of support from partners/collaborators

CRITERIA FOR THE REVIEW OF APPLICATIONS

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2. DESCRIPTION OF PROGRAM PLAN

Critically evaluate the institution's plans for a 24-month cancer research program and plans for developing individualized career development plans for the four post-baccalaureate fellows that meets their individual goals and needs. Are there clearly stated goals and measurable objectives for the cancer research experience? Are the plans feasible? Do the specific activities support development of research skills and anticipated outcomes? How will the outcomes be measured, monitored, and evaluated? Is there evidence that the fellows research will leverage other resources to support fellow's future engagement in cancer research and address racial inequities in the biomedical workforce?

3. EVALUATION OF PROSPECTIVE MENTORS

Are at least four prospective mentors named who have independent research programs with a cancer research focus? Consider the qualifications and reputation of the mentor(s) in cancer research and in mentoring post-baccalaureate fellows. Do they have documented interest and/or success in mentoring? Have they previously mentored post-baccalaureate fellows and/or participated in a minority pathway program(s)?

4. PROGRAM PROMOTION AND RECRUITMENT PLANS

Is there a plan to broadly promote and publicize the ACS DICR Post-Baccalaureate Fellows Program to eligible underrepresented post-baccalaureate fellows within their institution? Are outreach efforts planned to increase exposure to potential applicants at local or regional academic institutions? Are diverse communication channels (i.e., electronic mail, list servers, bulletin boards, campus newsletters, etc.) being considered? Is there a well-defined selection process, including evaluation criteria for selecting the finalists? Is there a clear appreciation for fellow eligibility?

5. CAREER DEVELOPMENT, NETWORKING AND MENTORING ACTIVITIES

Is there career development, networking and/or mentoring activities planned to enrich the summer experience and to sustain interest during the next academic year? Are the plans feasible? Is there evidence that these plans are leveraging other resources to promote and sustain racial diversity in research? Are there activities planned for engaging fellows with peers in the cohort as well as other post-baccalaureate researchers (if applicable) and graduate students to create a collegial atmosphere? Does the program provide support to fellows to overcome barriers they may face?

6. ENVIRONMENT

Evaluate the appropriateness of the environment (academic and research) to support research, training, and mentoring. Include departmental and other institutional personnel, ongoing research and other relevant activities, facilities, resources, access to any populations or individuals to be studied, relevant collaborative relationships, etc. Reference any relevant accreditation from professional societies or organizations. Describe how the presence of these resources will directly benefit cancer research career development.

7. IMPACT OF POST-BACCALAUREATE PROGRAM

Renewal Applications Only. Renewal applications should be evaluated based on the impact of the institutions previous implemented ACS DICR Post-Baccalaureate Fellows program, as evidenced by the academic advancement of the fellows. Renewal applications should highlight any outstanding accomplishments of the post-baccalaureate fellows program. The reviewer should consider the following: (a) outstanding accomplishments and progress achieved in the period since the last competitive review; (b) how the funds provided under the ACS DICR Post-Baccalaureate Fellows training grant were used to benefit the program; (c) how the ACS DICR Post-Baccalaureate Fellow IDPs were used to help manage the fellows training and career development; (d) the fellows research progress; (e) career development activities; (f) Pubs/Manuscripts; and (g) fellows invited to scientific meetings to present posters.

8. BUDGET

Not to be factored into scoring. Evaluate the overall budget and individual budget categories with respect to the award cap. Are the budget items justified, specified, and accurate? Is the percent effort of key personnel appropriate? Describe any suggested budget changes. Use specific amounts and/or percentages.

9. OVERALL RECOMMENDATIONS

Briefly summarize your critique and state your level of enthusiasm using one of these descriptive terms: Outstanding, Excellent, Good, Fair, Not Competitive.

DICR FOSTERING INNOVATION AWARD (FIA) INSTRUCTIONS

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Once an application is started on ProposalCentral, all necessary application templates are available to download. Complete off-line (described in individual sections below) and upload as .pdf documents before submitting the online application. *For assistance, see ProposalCentral's FAQ or call support at 1-800-875-2562.*

3. STRATEGIC PLAN

In no more than 3 pages, describe how you will be engaged with the grantees and/or the ACS grantee community during the project period. The strategic plan should be a collaborative effort between the institution(s) the PI will partner with and/or the ACS Center for Diversity in Cancer Research Training. Discussions regarding the needs, expectations, strategies, and involvement between collaborating partners should drive the development of the strategic plan. Provide the goals of the partnership and how the proposed activities will achieve those goals. Include a timeline of the proposed activities within the strategic plan.

Areas of consideration when developing the strategic plan are provided below. This is not meant to be an exhaustive list but is instead meant to facilitate conversation between the Professor and the collaborators, given the specific needs or expectations of the ACS-associated entity.

- **Mentoring focus:** grantsmanship/grant proposals, publications, developing collaborations, recruiting, career development, mentoring faculty, visiting professorship.
- **Innovation advisor focus:** working with ACS staff to plan research career development and participate in planning curricula for an annual ACS grantee meeting.

4. LIST OF LETTERS OF SUPPORT FROM COLLABORATORS/CONSULTANTS

Include a letter of support on institution letterhead from the collaborating partner (e.g., an academic institution, the ACS) affirming that the partner agrees with the strategic plan. The partner should also outline that the ACS Professor will support the goals of the collaborative effort, such as cancer research career development, cancer research innovation, etc.

5. APPENDIX TO APPLICATION

In addition to the application templates, other key documents may be uploaded and submitted

as part of the application. However, applicants are urged to keep this section as brief as possible.

Include here:

- Biographical Sketches of the Principal Investigator (PI)

Appended materials may also include:

- Letters of support from key individuals at the institution and
- Letters of support from partners/collaborators

APPENDIX A: EXAMPLE OF GENERAL AUDIENCE SUMMARY

The American Cancer Society Diversity in Cancer Research Training programs (ACS DICR) are essential programs that supports our mission to diversify the cancer research and biomedical workforce. The Comprehensive Cancer Center (CCC) is the epicenter for cancer-related training activities at the university. The CCC also serves as a national leader in the training and career development of next-generation cancer researchers. Our activities support the creation of a diverse cancer workforce and aim specifically to engage those underrepresented in cancer research. The DICR program is one of five successful pathway programs currently run through the CCC. We serve more than 50 trainees each year that include high school and undergraduate students, the vast majority of whom identify as underrepresented in the sciences. Still, the demand for research training opportunities is great. Our Cancer program, like DICR in terms of structure and mission, has an acceptance rate of just 4%. Sustaining and expanding programs like DICR are necessary to better meet the needs of aspiring cancer researchers and clinicians. Through the Diversity in Cancer Research program, the CCC can attract the best and brightest students and encourage them to enter and persist in cancer-related careers. The payoff will be developing a more diverse cancer research workforce uniquely equipped to address cancer disparities and promote health equity in our most vulnerable populations. The funds provided by this ACS DICR grant will have a significant impact on the University's research productivity as well as with mentoring for their successful professional career development. This nationwide initiative will help to improve diversity and thereby, innovation for generations to come. It is our sincere hope that sustained funding for the ACS DICR program will be obtained so that we can continue to be a part of this truly impactful program.