



Career Development Program  
Guidelines & Instructions:  
Scholar

Revised July 1, 2014

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## 1. Guidelines

### **About the Leukemia & Lymphoma Society**

The Leukemia & Lymphoma Society (LLS) is a national voluntary health agency dedicated to the conquest of hematologic malignancies and relevant premalignant conditions. LLS supports research, patient aid, community service programs, advocacy, and public and professional education.

The research projects funded by LLS's Career Development Program (CDP) must be of the highest quality and clearly related to this mission. These would include basic and translational research projects using normal hematopoietic and blood cancer model systems as well as immunological studies that are relevant to cancer. Details on LLS's grant portfolio may be found on our website by following this URL: <http://www.lls.org/#/researchershealthcareprofessionals/academicgrants/grantsfinder/>.

### **Description of Awards**

With a tradition spanning over 50 years, LLS continues to support talented blood cancer researchers in the early phase of their careers. Many of our former CDP recipients have become leaders in the blood cancer field. LLS's support of young investigators will continue to provide the foundation for the understanding and diagnosis of cancer, as well as the development of treatment and prevention options that will ultimately lead to cures for blood cancer patients.

CDP funding is limited to salary support for the Applicant, but may be supplemented by funds from other appropriate sources as determined by the Grantee's Sponsoring Institution. Support for research-associated costs must be certified as provided by another appropriate source.

The Scholar Award is for 5 years. The maximum award per year is \$110,000 and includes the Applicant's salary and fringe benefits, and indirect costs which cannot exceed 5% of the total direct costs. The final value of the award may be limited by the Applicant's Sponsoring Institution's allowable salary range. Fringe benefits, including insurance and retirement benefits, may be paid from a Grantee's award as mutually determined by the Sponsoring Institution and Grantee. Benefit charges applied against the Grantee's award requires that he or she is eligible to participate in such programs. Expenditures for laboratory costs/equipment, travel funds, etc. are explicitly excluded as fringe benefits. The awarded value will be limited to the amount requested in the Applicant's submitted proposal.

### **Who Can Apply**

#### **Citizenship**

Applicants need not be United States (U.S.) citizens nor associated with U.S.-based Sponsoring Institutions. LLS welcomes applications from qualified investigators outside the U.S.

#### **Degree and Experience**

Applicants should hold a PhD, MD, DVM, or equivalent degree and have held a faculty-level, tenure-track position for less than or equal to 8 years at the time of review (January 1, 2015).

#### **Institution Affiliation**

Applicants must be affiliated with a non-profit Sponsoring Institution at the time funding is to commence

and for the duration of the award. A non-profit Sponsoring Institution includes but is not limited to the following: academic institution, university, medical center, research hospital, medical research institute, research institution or laboratory.

### **Sponsor Requirement**

Each Applicant must secure a Sponsor. An appropriate Sponsor is the department head, chief of service, or program chair who can describe the department's and institution's commitment to the Applicant.

### **Application Limitations**

Applicants may submit only one application. In addition, no more than one application in the Fellow, Special Fellow, or Special Fellow in Clinical Research categories will be accepted from any one Sponsor in any one calendar year. We do not limit the number of applications submitted from a specific institution, nor do we limit the number of Scholar applications from any one Sponsor. Failure to follow this rule will result in disqualification of all Applicants with that Sponsor.

### **Other Career Development Support**

No other comparable (or better) career development award may be held prior to, or at the time of the grant start date (July 1, 2015). If a comparable (or better) career development award is obtained after receiving a Scholar Award, the LLS Award must be relinquished.

### **Eligibility Criteria for Scholars**

- Must have shown a capacity for independent, sustained, original investigation in a field directly relevant to hematologic malignancies as documented in significant corresponding author publications in first tier, peer-reviewed journals.
- The applicant must be in a faculty-level, tenure-track (or equivalent) position, held for less than (or equal to) 8 years at the time of review (January 1, 2015).
- Must be a principal investigator on a peer-reviewed research grant from a national agency (e.g., NIH, NSF, ACS) or other independent source that supports the research costs of proposed work.
- The Scholar Award is intended to further develop the independent research careers of highly qualified investigators, not to support well-established or senior investigators.
- Must have time to commit to the proposed research (versus teaching, administrative, or clinical responsibilities) as documented in the Sponsor's Letter of Support.
- Other research support information from the Sponsor is not required.

### **Application Process and Deadlines**

All Applicants must submit the Letter of Intent (LOI) and application using our new online management system, Fluxx (<https://lls.fluxx.io>). A tutorial for using Fluxx is found on the Fluxx landing page, or can be obtained by emailing [researchprograms@lls.org](mailto:researchprograms@lls.org).

Once the LOI is processed by LLS, the Applicant will have access to the full application. Applicants and Sponsoring Institutions must register independently with Fluxx in order for Applicants to apply. The submission deadlines will be strictly enforced. Please note that all times are Eastern Time (ET). If any date falls on a weekend or a U.S. holiday, the deadline then becomes the following business day.

## Key Dates:

	Date	Time
Letter of Intent – open	July 2014	
Letter of Intent – close	September 8, 2014	3:00 pm ET
Notification of eligibility	By September 12, 2014	3:00 pm ET
Full Application – close	October 1, 2014	3:00 pm ET
Panel Review	January 2015	
Notification of Awards	Late February 2015	
LLS’s receipt of signed contracts*	May 1, 2015	3:00 pm ET

\*There is a strict deadline for returning the signed contract. In the event that a contract is not returned by the deadline, LLS reserves the right to rescind the Award offer.

## Review Process and Applicant Notification

The oversight of the LLS research grant program is the responsibility of the Medical & Scientific Affairs Committee, a standing committee of the Board of Directors. Review of applications is delegated to the Career Development Program Grant Review Subcommittees. Members of these Subcommittees, comprised of experts in the relevant fields of science and medicine, serve on a voluntary basis.

Each application receives two scores: The **Priority Score**, which follows the NIH scoring system, ranges from 1-9 and is based on the quality of the applicant and his or her environment, as well as the scientific quality of the proposal. This score also reflects the likelihood of the Applicant to continue developing a career where he/she will make significant contributions to the understanding and treatment of blood cancer. Reviewers will also assign a **Mission Score** based on the following categories:

**Mission Score of 1:** Addresses mechanisms pertinent to the pathogenesis, diagnosis, or treatment of hematologic malignancies and relevant premalignant conditions involving patients, patient materials and/or appropriate animal model systems.

**Mission Score of 2:** Addresses basic biological processes pertinent to hematologic malignancies and relevant premalignant conditions. Has the potential to identify new pathways and clinically relevant targets.

**Mission Score of 3:** Addresses basic mechanisms related to normal blood cell development, hematopoietic stem cell function, or immune responses.

**Mission Score of 4:** Indicates that a proposal does not address mechanisms or basic biological processes relevant to blood cancers or blood cell development and function. If the reviewers assigned to the proposal are in agreement with regard to assigning the application a Mission score of 4, the application will be triaged.

CDP applications will be rank ordered based on their Priority Score (10-90, reflecting the average of all the reviewers’ priority scores, multiplied by ten). Only applications with scores in the exceptional to excellent range (Priority Score = 10 to 39.9) are eligible for funding. Applications eligible for funding are presented to the Medical & Scientific Affairs Committee. The Medical & Scientific Affairs Committee creates a funding recommendation based on the overall quality of applications (Priority Score), relevance to the LLS mission (Mission Score), programmatic review, and funds available (LLS Board of Directors

determines the budget available for research grants each year). This recommendation is presented to the Mission Oversight Committee for final approval.

Applicants selected for funding will be notified as soon as possible, usually late February. Funding status is relayed by mail or email only and is not available by telephone. All priority scores are considered confidential and are available only to the LLS Medical & Scientific Affairs Committee, the Career Development Program Grant Review Subcommittee, the LLS Mission Oversight Committee, and administrative personnel. Brief, anonymous feedback of reviewer critiques may be provided to the Applicant, **but only when available.**

If an Applicant is selected for funding, a contract will be forwarded for signing by the Grantee, Sponsor, and Sponsoring Institutional representatives (including the Technology Transfer Officer). **There is a strict deadline for returning the signed contract. In the event that a contract is not returned to the LLS by the deadline, the LLS reserves the right to rescind the Award offer.**

### **General Summary of Award Terms and Conditions**

The following is a brief summary of selected sections of the terms and conditions of this award.

#### **Grant Payments**

The funds awarded shall be used solely for the purposes specified and in strict compliance with the budget submitted in the application to LLS and executed by the Applicant, Sponsor, Sponsoring Institution and Officers. All grant payments will be made pro rata at the end of each quarter. It is the Sponsoring Institution's responsibility to disburse funds to the Grantee during the term of the award. **The final grant payment shall be made only after the receipt by LLS of satisfactory and complete final Annual Progress, Patent, and Financial Reports** (see the following paragraph for an overview).

#### **Annual Renewal of Funding**

Although contracts are issued for the full term of the Award, continued funding is **contingent upon timely submission of satisfactory and complete Annual Progress, Patent, and Financial Reports** and LLS's ability to continually raise funds. **The annual progress report is due 60 days before the grant anniversary date. A financial accounting report is due 60 days after the grant anniversary date.** Report templates are on the Fluxx website (<https://lls.fluxx.io>), and are to be re-uploaded on this site. Reports will be reviewed by LLS staff to evaluate the research progress of each Grantee. LLS reserves the right to terminate any grant if, in its sole discretion, it determines that there has been inadequate research progress or a failure to adhere to the original proposal. **Annual Reports that are more than 30 days late or are incomplete or unsatisfactory will result in suspension of funds until the delinquency is resolved. If delinquency persists beyond 90 days, LLS reserves the right to terminate the award with prior written notice provided to the Grantee and their research administrator.**

#### **Withholding of Funds**

The failure of the Grantee, the Sponsor, and/or the Sponsoring Institution to adhere to any of the terms and conditions in the contract shall constitute sufficient grounds for LLS, in its sole discretion, to withhold any or all funds due until the deficiency is corrected to LLS's satisfaction. Either LLS or the Sponsoring Institution may then terminate the contract upon giving 90 days written notice, if the deficiency cannot be corrected. In such a case, any unexpended funds must be returned to LLS.

## 2. General Instructions and LOI

### **General Information**

LLS is using a new system to manage our grants online. This system, called Fluxx, is accessed using this URL: <https://lls.fluxx.io>. **Only online submissions through the Fluxx website will be accepted.**

### **Registration**

Both the Applicant and Sponsoring Institution must be registered in Fluxx. If you have applied to LLS in the past, you do not need to create a new registration. Simply click the "[reset or create password](#)" link and enter your email address. The system will send your username and a link to update your password. Once registered, the Applicant can begin the LOI. Applicants needing assistance with the Fluxx registration process can email [researchprograms@lls.org](mailto:researchprograms@lls.org).

### **Institutional Designation**

During the registration process, Applicants should create their profile from the standpoint of where they will perform their research described in the application. The Applicant must indicate the name of the Sponsoring Institution as well as the name of the signing officials for that institution. Fluxx currently has a list of organizations registered. To register a new institution, contact [researchprograms@lls.org](mailto:researchprograms@lls.org).

### **Data Entry**

Both the LOI and the full application may be accessed and changed multiple times as needed prior to the submission deadlines. However, **neither the LOI nor full application can be changed once the deadline has passed or the application has been finally submitted.** Moreover, some fields may not be modified in the full application following submission of the LOI.

### **Contacting LLS**

Questions that are not clarified in this document or in the tutorial on the Fluxx site should be addressed to:

Director, Research Programs  
The Leukemia & Lymphoma Society  
1311 Mamaroneck Avenue, Suite 310  
White Plains, New York 10605  
Telephone: (914) 821-8859  
Email: [researchprograms@lls.org](mailto:researchprograms@lls.org)

### **Requirements**

The following are some additional requirements that the Applicant needs to consider while completing the LOI and full application.

### **Forms and Format**

An application template is provided on the Fluxx website. All information must be typed in English using commonly accepted grammar and punctuation. Some information will be captured when Applicants populate fields on the Fluxx website. Fields in bold are required. Other information will be captured using the provided template. All Applicants must use single-spaced text and Times New Roman 12 pt. Margins are preset in the template and must remain as is. The Applicant's name should be typed in the

upper right corner of each page of the template. Failure to use the provided template or to adhere to font size, spacing, margins, and/or page limitations may result in the disqualification of the application.

## **Letter of Intent (LOI)**

Each Applicant must submit the LOI by **September 8th at 3:00 pm Eastern Time** via the Fluxx website, or the following business day if this date falls on a weekend or a U.S. holiday. The Applicant should carefully craft the information requested in the LOI as this information is automatically populated into the full application and is subject to the Changes clause listed below.

### **Organization Information**

Please complete the required fields.

**a. Institution**

**b. Principal Investigator**

**c. Institutional Signing Official (ISO)**

The ISO is the institutional representative responsible for the signing and agreeing to the accuracy of the application and the terms of the award, should the application be selected for funding.

**d. Financial Officer**

The Financial Officer is the institutional representative responsible for the financial administration of externally funded research.

**e. Sponsor**

The Sponsor is responsible for assuring, on behalf of the Sponsoring Institution, that the scientific aims of the project will be met and for describing the Sponsor's and the Sponsoring Institution's role in the development of the Applicant's career.

### **Eligibility Details**

This section will be used to verify eligibility. LLS staff will determine eligibility based on criteria set forth above. Applicants deemed ineligible will not be invited to submit a full application. Therefore, it is imperative that all information be filled out completely, but concisely. Eligibility is ***not*** based on scientific merit; therefore, any justification should ***not*** include scientific discussions.

### **Program**

Choose Career Development Program (CDP)

### **Subprogram**

Choose the appropriate subprogram. Subprogram-specific eligibility questions will then display.

### **Position Title/Academic Rank**

### **Sponsor Name and Institution**

An appropriate Sponsor is the department head, chief of service, or program chair who can describe the departmental and Sponsoring Institution's commitment to the Applicant. The appointment of both the Applicant and the Sponsor should be at the same institution.



### **Research Support**

The CDP Award supports only salary. Therefore, Applicants must demonstrate that they have substantial funding to support the proposed research, or related work. This can be in the form of private or NIH funding, or substantial institutional support beyond a startup package. Generally, Applicants who have R01-level funding are the most competitive. Please provide the grant PI name, full name of the funding source (including grant subtype), grant number, and years of funding period. For example: Joseph Smith's NIH RO1, CA#####, 2012-2015.

### **Date of independent faculty appointment**

Provide the date of independent faculty appointment (month, day, year). The applicant must be in a faculty-level, tenure-track position held for less than (or equal to) 8 years as of January 1, 2015. This 8 year limit is the cumulative total of all independent faculty positions held.

### **Justification**

If needed, please provide a *brief* justification as to why the Applicant should be considered eligible, even though he or she is outside the 8 year time limit. Note that any justification considered by LLS and the Review Panel is very narrow, and includes family leave, personal illness, or military service. There may be limited circumstances that will be considered beyond these listed, but they must be of a similar level of importance.

### **Project Summary and Abstracts**

#### **Project Title**

Please limit to 150 characters.

#### **Project Summary**

Briefly describe the overall purpose of the proposed research in 500 characters or less.

#### **Lay Abstract**

Clearly state the relevance to blood cancer and describe your proposed research, including problem/question to be addressed, specific aims, and anticipated results in 1500 characters or less, using non-technical language that can be easily understood by the lay community. Scientific/Greek characters or symbols must not be used.

#### **Scientific Abstract**

Describe your proposed research, including disease relevance, problem/question to be addressed, specific aims, and anticipated results in 1500 characters or less using appropriate technical language. Scientific/Greek characters or symbols must not be used.

### **Additional Grant Details**

#### **Amount requested from LLS**

This amount must not exceed \$110,000.

#### **Proposed Start Date**

All CDP Awards will start July 1, 2015.

#### **Proposed End Date**

The grant length will be 5 years.

### **Previous Submission**

Please indicate if you have previously submitted an application to the same CDP subprogram in the drop down menu. In the preliminary data section of your full application, you may describe in more detail about this resubmission, including changes from the prior submission.

### **Date of Previous Submission**

Provide the date in the format provided.

### **Save and Review**

Validation will automatically occur after clicking the “Save and Review” button. Validation is a safety measure for the Applicant to ensure that all required fields are complete. If required fields are empty or incomplete, the system notifies the Applicant of fields that require information.

After clicking “Save and Review,” you will be directed to review your LOI. Please ensure all information is accurate, and then click the green “Submit” button (top right corner) to submit your LOI.

### **Changes**

Information collected in the LOI will automatically populate fields in the full application. Once submitted, changes may only be made after receiving prior approval from LLS. The Applicant should email LLS ([researchprograms@lls.org](mailto:researchprograms@lls.org)) requesting any change and identifying the elements to be changed. Any changes made without the prior approval of LLS may result in the disqualification of the application.

### **Submission of the LOI**

Each Applicant must submit the LOI by **September 8th at 3:00 pm Eastern Time** via the Fluxx website, or the following business day if this date falls on a weekend or a U.S. holiday. After clicking the green “Submit” button, the Applicant will receive an email from Fluxx stating that the LOI was successfully submitted. **If you did not receive the confirmatory email from Fluxx within 2 business days of LOI submission, please e-mail us at [researchprograms@lls.org](mailto:researchprograms@lls.org).**

### **Review of the LOI**

LLS staff will process submitted LOIs. Do not call or email LLS to determine whether it has been received (unless you did not receive the confirmatory email from Fluxx) or when it will be processed. Once the LOI is processed, the Applicant will be notified via email and will then have access to the full application. If you have not received an email regarding your eligibility by September 12 at 3 PM ET, contact us at [researchprograms@lls.org](mailto:researchprograms@lls.org).

## **3. Full Application**

Each Applicant must submit a full application by **October 1st at 3:00 pm Eastern Time** via the Fluxx website, or the following business day if this date falls on a weekend or a U.S. holiday. Some sections of the full application will be automatically captured electronically on the Fluxx website. Other pieces of information will be captured in the application template that must be downloaded, completed, and then uploaded by the Applicant. The Applicant may not modify any information provided in the submitted LOI as this is subject to the Changes clause listed above, and may result in disqualification of the application.

## **Completing the Full Application**

### **LOI Phase Components**

Some information provided during the LOI phase automatically populates in the full application and should not be modified.

### **Project Documents**

#### **Download Template**

The Applicant should download the template and complete the required information. The following information must be completed within the template:

##### **a. Biographical Sketch**

A biographical sketch is required for the Applicant and should not exceed two pages per person. It is acceptable for the Applicant and/or Sponsor to use the short version of their NIH biosketch as long as it does not exceed two pages.

##### **b. Other Research Support**

Other research support is defined as any funds or resources that are available to the Applicant in support of the Applicant's research. This information is an important part of the review process and must be included. The Applicant must list all current and pending research support. **The specific aims for each grant must be listed as they appear in the grant.**

Because the Career Development Program only provides salary support, it is acceptable that there is overlap between active/pending research support and the proposed research. Applicants with pending research grants at the time of submission must advise LLS of funding prior to the January review date.

##### **c. Budget**

The following information should be provided in the budget template:

1. The current actual salary, wage or stipend of the Applicant and fringe benefits expense.
2. The estimated salary, wage or stipend for the duration of the award.
3. Cost of living increases should be included in all out years.
4. As mutually determined by the Sponsoring Institution and Grantee, full or partial fringe benefits can be included.

### **Personnel Costs**

The salary and fringe benefits cannot exceed \$110,000.

### **Indirect Costs**

The indirect costs are limited to 5% of the total requested direct costs.

**CDP Awards are limited to salary support for the Applicant, and may not be used for laboratory expenses, support for other laboratory personnel, or any other use.** It is acceptable for the Sponsoring Institution to supplement the Applicant's salary from sources other than the CDP grant. Expenditures for laboratory costs/equipment, travel funds, etc. are explicitly excluded as fringe benefits.

The details populated in the budget template will be analyzed by the review panel and will be used by LLS for management of payments should the application be selected for funding.

#### **d. Project Description**

Detailed description of the proposed project must include the following information:

1. Scientific or Clinical Background and Disease Relevancy
2. Specific Aims
3. Previous Work/Preliminary Data for Project (include preliminary data, charts and figures in this section)
4. Explanation of Experimental Design and Methods (can refer to Clinical Protocol Appendix for additional details, if appropriate)
5. Anticipated Results and Potential Clinical Relevance
6. Potential Problems/Pitfalls and Planned Solutions
7. Resources and Environment
8. References

The project description may not exceed eleven pages (excluding cited references). **Preliminary data, charts and figures are included in this page limitation, and may not be included as appendix material.**

#### **e. Sponsor's Letter of Support**

A letter of support from the Sponsor must be submitted and should include the following:

1. A full explanation of the Applicant's current position.
2. A description of institutional support for the Applicant's research.
3. Future institutional plans for the Applicant's career development at the institution.
4. A discussion of how the Applicant's time will be divided among research and other responsibilities (such as clinical work, teaching and administration).
5. How the Award will help the Applicant develop his/her career.

#### **Letters of Reference**

The Applicant should use this section of Fluxx to request and monitor the submission of letters of reference. The Applicant should keep in mind the following:

- Three letters are required.
- At least 2 of the 3 letters must be from individuals outside the Sponsoring Institution.
- Though not required, it is useful to have one of the letters provided by a scientist or clinician who is **not** a former mentor or collaborator.
- These letters must remain confidential and are not to be viewed by the Applicant. For this reason, the letters must be uploaded by the individual who writes the letter.
- Upon adding each reference writer's information, an email will be sent to each requesting a letter on your behalf.
- The Applicant can use this section to view the submission status of the letters, but cannot view the content of the letters.
- The Applicant's Sponsor may not write a reference letter. The Sponsor's letter should be attached to the template and uploaded directly on Fluxx.
- **It is the responsibility of the Applicant to ensure that the letters of reference are submitted by the application deadline. Failure to provide letters by the deadline will result in disqualification of the application.**

#### **Budget**

Complete the information in the required fields from your budget template.

### **Current LLS funding**

Indicate the number of current and pending LLS grants on which you are a PI.

### **Organizational Assurances**

The Applicant must complete the organizational assurances section. The following provides an overview.

#### **Human Subjects**

The Applicant must indicate if human materials or subjects will be involved in the proposed research. The status (approved, pending or exempt) of Institutional Review Board (IRB) approval must be provided. The Human Subject Assurance Number (OHRP) must be included. If the research project has received IRB approval, the date must be provided and documentation must be uploaded as the Human Investigation Statement. The application may be submitted with IRB approval pending. However, an award will not be made without documented IRB approval if it was pending at the time of application submission. It is recommended that the Applicant notify LLS before the January review date if the IRB status has changed. If a project is exempt from IRB review, the certificate of exemption must be uploaded as the Human Investigation Statement.

#### **Laboratory Animals**

The Applicant must indicate if laboratory animals will be involved in the proposed research. The status and date of Institutional Animal Care and Use Committee (IACUC) approval must be provided. The Animal Welfare Assurance number must be included. Documentation of Sponsoring Institutional approval must be uploaded as the Laboratory Animal Statement. The application may be submitted with IACUC approval pending. However, an award will not be made without documented IACUC approval if it was pending at the time of application submission. It is recommended that the Applicant notify LLS before the January review if the IACUC status has changed.

#### **Recombinant DNA**

The Applicant must indicate if the proposed research involves the use of recombinant DNA. Documentation of Sponsoring Institutional approval must be uploaded with the application.

#### **Biohazard Statement**

The Applicant must indicate if the proposed research involves the use of biohazards. If the Applicant indicates affirmatively, then an institutional statement of assurances regarding potential biohazards and safeguards must be uploaded as the Biohazard Statement.

### **Project Documents**

This section provides the Applicant with a central location in which to upload proposal attachments. **Please note that all documents, including the application template, must be converted from Word to PDF format as this is the only acceptable format.**

#### **Documents overview**

1. Project template as one PDF, containing the following in this order: Applicant's Biographical Sketch and Other Research Support, Budget, Project Description, Sponsor's Letter of Support, and Signature Page.
2. Optional attachments may include: a. Clinical Protocol Appendix\*; b. Publications;\*\* which should be attached before the Signature Page.
3. Organizational Assurances (Human Subjects, Laboratory Animals, Recombinant DNA, and Biohazard Statement) uploaded as separate PDFs.
4. Letters of Reference (to be submitted by the reference writers).

\*Clinical Protocol Appendix: Provide a one page summary of any clinical protocol essential to the proposed research. Include IRB approval date, IRB compliance number, and effective dates of approval. Projects for which IRB approval is pending must include a statement to that effect. The Applicant should notify LLS of IRB approval prior to the January grant review.

\*\*Publications Appendix: Up to 3 publications that are directly relevant to the proposal may be included. Inclusion of more than 3 may result in disqualification. Submitting numerous large files adds to application download times and can delay your submission. If your submission is delayed beyond the deadline, you will not be able to submit your application.

### **Save and Review**

Validation will automatically occur after clicking the “Save and Review” button. Validation is a safety measure for the Applicant to ensure that all required fields are complete. If required fields are empty or incomplete, the system notifies the Applicant of fields that require information.

After clicking “Save and Review,” you will be directed to review your application. Please ensure all information is accurate, and then click the green “Submit” button (top right corner) to submit your application.

### **Submission of the Full Application**

**LLS does not accept fax or hard copies of the full application.** Each Applicant must submit a full application by **October 1st at 3:00 pm Eastern Time** via the Fluxx website (<https://lls.fluxx.io>). If any date falls on the weekend or a U.S. holiday, the deadline will be the following business day. The Applicant will receive an email from Fluxx stating that the application was successfully submitted. If you submitted an application and did not receive the confirmatory email from Fluxx within 2 business days, please e-mail us at [researchprograms@lls.org](mailto:researchprograms@lls.org).

### **Peer Review of the Full Application**

An independent committee will review properly submitted applications. You can check Fluxx for the status of your application. Please do not call or email LLS to determine whether the application has been received, when it will be reviewed, or the results of the review. This information will be communicated via email.