



LEUKEMIA &  
LYMPHOMA  
SOCIETY®

fighting blood cancers

**someday**  
**is today**®

## New Idea Award Guidelines & Instructions

## Letter of Intent & Full Application

Revised April 2017

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## GENERAL INFORMATION

### **1. ABOUT THE LEUKEMIA & LYMPHOMA SOCIETY**

The Leukemia & Lymphoma Society (LLS) is the world's largest voluntary health organization dedicated to funding blood cancer research, education and patient services. LLS's mission: Cure leukemia, lymphoma, Hodgkin's disease and myeloma, and improve the quality of life of patients and their families.

The Leukemia & Lymphoma Society is proud to announce the fourth year of the New Idea Award, a grant program designed to identify novel research strategies with a potential for high impact on blood cancer. Competitive proposals will describe ideas that take the investigator's research in a substantially new direction, and thus preliminary data is not required. Details on New Idea Awards funded by LLS may be found on LLS's website: <http://www.lls.org/grant-finder>.

### **2. DESCRIPTION OF AWARDS**

The goal of this program is to advance novel concepts that may eventually lead to significant improvements in the clinical outcomes of patients with blood cancer. Grants will support initial exploration of untested but potentially transformative ideas that may radically change the way we treat or understand blood cancer. In addition to applications from blood cancer researchers, we strongly encourage applications from those with expertise outside of blood cancer, with the goal of stimulating new research. In order to receive such an award, applicants must succinctly describe as **one aim** the innovative idea/approach and a method for testing it within the one year grant period.

Grants will be awarded in an amount of up to \$75,000 for a one year period. These grants are not renewable, but it is hoped that initial data will be obtained that will help the grantee pursue other funding opportunities. No-cost extensions are not allowed for this program. The direct costs, if justified by the aggregate budget, may be up to \$71,428.57 for the entire year. The indirect or institutional costs cannot exceed 5% of the direct costs for the entire year and are capped at \$3,571.43.

### **Table 1: Maximum NIA Award Duration and Value**

\*Please note: The award amount you are given will reflect the amount you request in the budget section of your application.

<b>Duration</b>	<b>Maximum Annual Direct Costs</b>	<b>Maximum Annual Indirect Costs</b>	<b>Maximum Annual Total Costs</b>
1 year	\$71,428.57	\$3,571.43	\$75,000

### **Budget and Use of Funds**

The funds must be used for research-related costs while overhead/indirect costs strictly should be kept at a minimum as further described below.

**Permissible Direct Costs** include the following with the specified limitations:

- 1) Personnel expenses including salary, wage or stipend and fringe benefits.
- 2) Other Direct Costs
  - a. Supplies & Materials requests should be itemized by category.\*
  - b. Equipment Purchase requests must identify each item of equipment.\*
  - c. Patient-associated costs.

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\*Supplies, materials and equipment should be directly related to the proposed research and should be described in the budget justification section. The budget will be reviewed by both the review committee and LLS staff to be sure that purchases are well-justified. If they are not well-justified, funded grantees may be asked to modify the budget. In some cases, the budget may be reduced before funding commences.

**Permissible Indirect Costs** (often referred to as Institutional overhead, IDC, M&A, G&A or pooled costs) are those costs incurred for common or joint objectives that cannot be readily identified with a particular project (general maintenance, utilities, library, etc.) as defined in Office of Management and Budget Circular A-21. Indirect costs are limited to 5% of total direct costs requested. For Sponsoring Institutions that do not choose to use these funds for indirect costs, LLS allows the funds to be applied to the Grantee's stipend or fringe benefits cost.

**Impermissible Costs** include (but are not limited to) membership dues, tuition, books, journals and publication costs.

### **3. ELIGIBILITY**

Investigators in academic laboratories are eligible to apply. Researchers in any field are encouraged to apply, but the proposal must directly address blood cancer. Investigators must demonstrate that their research environment is equipped and suitable for the proposed study; this includes demonstrated access to patient materials, where applicable. Collaboration between multiple investigators to strengthen the proposed research will be considered favorably, but is not a requirement. Applicants need not be United States (U.S.) citizens nor be associated with a U.S.-based institution. Applicants should hold a PhD, MD, DVM or equivalent degree.

### **4. APPLICATION PROCESS AND DEADLINES**

The first phase is a letter of intent (LOI). Applicants will provide brief descriptions of how this idea was inspired, how it is novel and innovative, and what impact the research may have on blood cancer. All LOIs will be reviewed, and those that meet the intent of this grant mechanism will be invited to submit a full application. Letters of intent are due July 31, 2017 at 3 PM ET. Submissions must be made electronically to the LLS grants management portal (<https://lls.fluxx.io>).

The second and final phase is the full application. The project description should be 3 pages or less (including figures, excluding references). The application template can be found in the grants management portal (<https://lls.fluxx.io>). Invited applications will be reviewed by a peer review process by a diverse group of external experts covering both the science and medical aspects of the review. The deadline for submission of the Full Application is November 30, 2017 at 3 PM ET. Submissions must be made electronically to the LLS grants management (<https://lls.fluxx.io>).

It is highly recommended that submission at each phase be completed the day prior to the deadline. Internet traffic may be slow near the deadline, which may result in difficulties in submission. In addition, LLS's response time to questions may be delayed by the high volume received near the deadline. Therefore, it is imperative that any questions be posed to LLS as far ahead as possible. Our grants management portal automatically shuts down submissions after the deadline has passed. No aspects of any phase will be accepted past the deadline.

Final funding recommendations are approved by our independent Medical & Scientific Board and our Mission Oversight Committee.

**Table 2: NIA Grant Application Deadlines**

<b>Application Phase</b>	<b>Date</b>	<b>Time</b>
Letter of Intent – open	June 1, 2017	
Letter of Intent – close	July 31, 2017	3:00 PM ET
Full Application – notification	October 15, 2017	
Full Application – close	November 30, 2017	3:00 PM ET
Review	February-March 2018	
Notification of Awards	May 1, 2018	
LLS's receipt of signed contracts*	June 9, 2018	3:00 PM ET
Award start date	July 1, 2018	

\*Please note: 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.

### **Data Entry**

The full application may be accessed and changed multiple times as needed prior to the submission deadline. However, the full application **cannot be changed once the deadline has passed or the application has finally been submitted**. Moreover, some fields may not be modified in the full application following submission of the LOI.

### **Contacting LLS Regarding Filing of Application**

Questions that are not clarified in this document or on the Fluxx site should be addressed to [researchprograms@lls.org](mailto:researchprograms@lls.org).

### **Forms and Format**

An application template for the full application is on the Fluxx website under Project and Supporting Documentation. 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. All Applicants must use single-spaced text and Times New Roman size 12 font. 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.**

Applicants must submit a full application by **November 30, 2017 at 3:00 PM ET** via the Fluxx website (<https://lls.fluxx.io>).

Full Applications will only be accepted via Fluxx. The submission deadlines will be strictly enforced. **Please note that all times are Eastern Time.** If any date falls on a weekend or a U.S. holiday, the deadline becomes the following business day.

## **4. REVIEW PROCESS**

### **Review of Full Applications**

An independent committee will review properly submitted applications. Please check Fluxx for the status of your application. Please do not call or email LLS to determine whether the application has been

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received, when it will be reviewed or for the results of the review. This information will be communicated via email.

### **Review Criteria**

#### **Novelty/Innovation**

The New Idea Awards are designed to allow initial exploration of new ideas with the potential to open truly new avenues of investigation. They are not intended to support the logical progression of already established research programs. As such, it is unlikely that a significant amount of preliminary data will exist to support the proposal; however, preliminary data may be included to support the scientific rationale. This is particularly true if the preliminary data shows an unexpected result which then forms the basis of the proposal.

#### **Research Strategy and Feasibility**

The review committee will consider the following:

- Does the scientific rationale logically support the proposed study?
- Is the proposal well-developed, with a clear aim, experimental design and analysis?
- Are pitfalls acknowledged?
- Is it reasonable to expect meaningful results to support or reject the original hypothesis in one year?
- Is there sufficient access to materials to perform the proposed study? Where appropriate, this may include patient samples, mouse models or other materials.

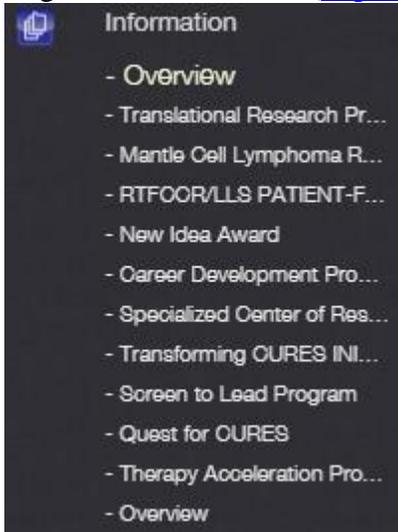
#### **Impact**

The proposal must clearly state how the novel idea/approach might ultimately lead to a significant change in the understanding, diagnosis or treatment of blood cancer.

The start date of the awarded grant is **July 1, 2018**. Funding terminates on **June 30, 2019**.

**GUIDELINES – LETTER OF INTENT**

Log onto the Fluxx site (<https://lls.fluxx.io>), click New Idea Award on the left and then click Apply Now.



**ORGANIZATION INFORMATION**

Complete the fields for Sponsor Institution, Principal Investigator and Co-Principal Investigator (if applicable). Fields for Institutional Signing Official, Financial Officer and Additional Access can be completed during the Full Application Phase, if invited to submit.

**PROJECT OR PROGRAM INFORMATION**

Complete the Zip Code field if located within the United States. If not located domestically, please do not include a zip code.

**GRANT INFORMATION**

Complete the below sections of the webform adhering to the character limitations as listed in the grants management portal.

- **PROJECT TITLE**
- **PROJECT SUMMARY**
- **TECHNICAL SUMMARY**
- **INNOVATION**
- **INSPIRATION**
- **IMPACT**

**AMOUNT REQUESTED**

Complete this field with the dollar amount you're requesting for this one-year award.

**PROPOSED START DATE & PROPOSED END DATE**

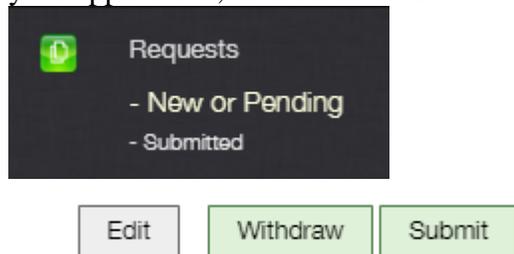
NIAs will begin on July 1, 2018 and end on June 30, 2019.

**HAVE YOU PREVIOUSLY SUBMITTED THIS PROPOSAL?**

Indicate if you've previously submitted this proposal to LLS and the date of submission.

## GUIDELINES – FULL APPLICATION

Log on to the Fluxx site (<https://lls.fluxx.io>), click “New or Pending” under Requests on the left, click on your application, then click “Edit”.



### LOI COMPONENTS

The information provided in the LOI phase will carry through into the full application phase. This LOI information will be provided to the review panel along with the rest of the full application. As the LOI was accepted through a competitive process, the LOI components generally may not be changed. Any changes must have prior approval by LLS, and may not involve changes to the scientific content. Acceptable changes (which must be approved) may include stylistic changes.

### GENERAL AUDIENCE SUMMARY

Starting this year, lay abstracts are not asked for during the application process. Lay abstracts will be required of those selected for funding following Award notification. The lay abstract is essential for LLS to continue successful fundraising to support our current and future grantees. Thus, a well-written lay abstract written for the general public is essential. After the review meeting, LLS will contact top-ranked applicants regarding submission of lay abstracts. Wording modifications may be asked for in cases where LLS determines that improvements are warranted. LLS staff are available for discussions on lay abstract wording.

### PROJECT AND SUPPORTING DOCUMENTATION

#### **Project Description/Budget Template**

Download and complete the Project Description/Budget Template in the Project and Support Documentation section of Fluxx. Please note you can only download the template after clicking Edit.

#### PROJECT AND SUPPORTING DOCUMENTATION

[Download the Project Description/Budget Template](#)

Please follow character limits and page lengths carefully. In addition, make sure that margins are no smaller than 0.5 inches on each side. Only Times New Roman size 12 font may be used. **Failure to adhere to this rule will result in administrative disqualification of your application.**

The Project Description/Budget template includes the following four fields: a) Project Description b) Biosketch (NIH format) c) Detailed Budget d) Budget Justification e) Signature Page.

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Each Project Description is limited to 3 pages (single-spaced, including figures, but excluding references) and should be presented in the following sequence):

- Scientific Rationale (approximately 0.75 pages)
- One Specific Aim (approximately 0.25 pages)
- Research Plan/Anticipated Results (approximately 1.5 pages)
- Resources and Environment (approximately 0.5 pages)

### **Biosketch**

A biographical sketch is required for the Applicant, using the current NIH format. Replicate the template (for the biosketch) as needed for collaborators on the project.

### **Budget**

The Detailed Budget and Budget Justification sections should provide itemized detail for each major category for the year of the program. All Totals and Subtotals should be completed on the form.

### **Signature Page**

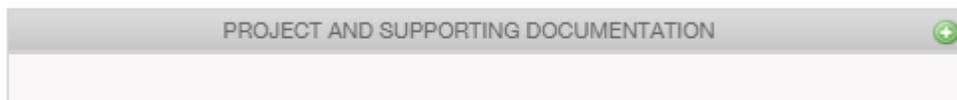
All applications must be signed by the Principal Investigator (and Co-Principal Investigator, if applicable) and Institutional Signing Official. The Grants and Contracts Office of the Sponsoring Institution can help ensure appropriate signatures are obtained.

- **Principal Investigator**  
The Principal Investigator is the Applicant.
- **Co-Principal Investigator**  
The Co-Principal Investigator is the Co-Applicant.
- **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.

## **UPLOAD THE PROJECT TEMPLATE - PROJECT AND SUPPORTING DOCUMENTATION**

To upload the Project Description/Budget Template:

1. Complete the information in the template, including required signatures and PDF the document naming it "Last Name, First Name\_NIA."
2. Click the green plus sign to open the upload popup box.



3. Click "Add Files" and select the single PDF file you'd like to upload. *Only one single file PDF will be accepted.*
4. In the menu next to the PDF, select Project Description/Application from the dropdown menu.
5. Click "Start Upload" and wait for it to be 100% complete before closing the box.

**The completed Project Description/Budget Template, biosketch(es) and all appendices must be uploaded as one PDF file in the order listed above.**

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### **COLLABORATORS INFORMATION**

Indicate any personnel, outside of your institution, with whom you have a significant and current interaction regarding your project.

- Only include those people who are at or above tenure-track level (or equivalent).
- List up to 5 people.

**This information will assist in identifying potential conflicts of interest during the reviewer assignment process.**

### **BUDGETING INFORMATION**

Enter the budgeting information as required on the web form fields.

### **ORGANIZATION ASSURANCES**

The Applicant must complete the organization 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 or equivalent oversight entity) 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 in the single PDF. 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 February review date if the IRB status has changed. If a project is exempt from IRB review, the certificate of exemption must be uploaded in the single PDF.

#### **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 or equivalent oversight entity) approval must be provided. The Animal Welfare Assurance number must be included. Documentation of Sponsoring Institutional approval must be uploaded in the single PDF. 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 February 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 in the single PDF.

#### **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 in the single PDF.

#### **Clinical Protocol Appendix (if applicable)**

Provide a one page summary and a link to the [clinicaltrials.gov](http://clinicaltrials.gov) website for any clinical protocol essential to the proposed research. Include IRB approval date, IRB compliance number and effective

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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 February grant review.

### **APPLICANT ASSURANCE**

Check the boxes to accept the terms as stated on the web form and to ensure you've correctly completed the application process.

### **SAVE AND REVIEW**

Validation will automatically occur after clicking the "Save" 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. The system will notify the Applicant when character limits are exceeded. Exceeding the character limit on any field of the application will automatically disqualify the application.



### **SUBMIT**

After clicking "Save" you will be directed to review your application. Please ensure all information is accurate, and then click the "Submit" button to submit your application.



**If you plan to withdraw your application at any time during the application cycle, please inform LLS staff of your decision by writing to [researchprograms@lls.org](mailto:researchprograms@lls.org).**