LEUKEMIA & LYMPHOMA SOCIETY®
fighting blood cancers

New Idea Award
Guidelines & Instructions

Full Application

Revised November 2015

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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 third 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.

Duration	Maximum Annual Direct Costs	Maximum Annual Indirect Costs	Maximum Annual Total Costs
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.

*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. APPLICATION PROCESS AND DEADLINES

The deadline for submission of the Full Application is **February 1st**. Submissions must be made electronically to the LLS grants management portal powered by Fluxx (https://lls.fluxx.io).

Table 2: NIA Grant Application Deadlines

Application Phase	Date	Time
Full Application – open	December 15	
Full Application – close	February 1	3:00 PM ET
Review	March	
Notification of Awards	June/July	
LLS's receipt of signed contracts*	September 1	3:00 PM ET
Award start date	October 1	

*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 deadlines. 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.

Forms and Format

An application template for the full application is 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. 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.**

Applicants must submit a full application by **February 1st at 3:00 PM ET** via the Fluxx website (https://lls.fluxx.io), or the following business day if this date falls on a weekend or a U.S. holiday.

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 received, when it will be reviewed, or 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 **October 1, 2016**. Funding terminates on **September 30, 2017**.

GUIDELINES – FULL APPLICATION

Log on to the Fluxx site (https://lls.fluxx.io), click "New Request" 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
Describe the overall objective of the project in 1,500 characters or less for a lay audience. Scientific/Greek characters or symbols must not be used.

SUPPORTING DOCUMENTATION

Project Description/Budget Template
Download and complete 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 12 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) Budget d) Budget Justification.

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 key personnel 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

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All applications must be signed by the Principal Investigator (and Co-Principal Investigator if applicable), Institutional Signing Official, Research Administrator, Financial Officer, and Technology/ Transfer Official. The signature page is provided in the downloadable application template. The Grants and Contracts Office of the Sponsoring Institution can help ensure appropriate signatures are obtained.

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

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

- **Research Administrator**
  The Research Administrator is the institutional representative responsible for the day-to-day administration of externally-funded research.

- **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.

- **Technology/Transfer Official**
  The Technology Transfer Official is the institutional representative responsible for overseeing Intellectual Property.

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

UPLOAD THE PROJECT TEMPLATE - SUPPORTING DOCUMENTATION

Upload the completed template as one single PDF to the Supporting Documentation section by clicking the green plus sign. Choose "Project Description" from the drop down menu before uploading.

The completed Project Description/Budget template, biosketch(es) and all appendices must be uploaded as one PDF file.

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 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 March 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.

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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 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 March 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.

Clinical Protocol Appendix (if applicable)
Provide a one page summary and a link to the clinicaltrials.gov website for 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 March grant review.

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

APPLICANT ASSURANCE
Check the box to accept the terms as stated on the web form.

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.

Once submitted, only LLS staff can delete the file. If you need a file deleted from the upload section, contact researchprograms@lls.org for assistance.

If you plan to withdraw your application at anytime during the application cycle, please inform LLS staff of your decision by writing to researchprograms@lls.org.