THE TRANSLATIONAL RESEARCH PROGRAM GUIDELINES & INSTRUCTIONS

FOR

RENEWAL LETTER OF INTENT & FULL APPLICATION

December 1, 2015

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GUIDELINES

ABOUT THE LEUKEMIA & LYMPHOMA SOCIETY

The Leukemia & Lymphoma Society (LLS) is the world's largest voluntary health agency 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 Translational Research Program (TRP) was developed to encourage and provide early-stage support for clinically translatable research in leukemia, lymphoma and myeloma, which is intended to develop innovative approaches to treatment, diagnosis or prevention. A description of LLS's grant portfolio is found by following this link:
http://forms.lls.org/FormRenderer/grants/search

DESCRIPTION OF AWARDS

The formation of the Translational Research Program (TRP) was to foster collaboration between basic and clinical scientists with the intent of enhancing the transfer of basic research findings to clinical usefulness.

Applications are sought proposing novel approaches to the prevention, diagnosis or treatment of hematological malignancies and related pre-malignant conditions. Proposals should be based on molecular, cellular or integrated systems findings and be conceptually innovative. The application should have a clear plan for the clinical translation of the studies proposed and the results expected. This feature will be an important consideration of the review process.

This program is intended to provide support to the existing TRP award with two additional years based on significant progress made in the initial award. A Renewal application is not a guarantee of additional funding, but competes with other Renewal applications in the same year.

Renewal applications will be accepted during the third year of the initial award or up two grant cycles after the expiration date of the initial award. For example, those grantees whose awards terminate in the Fall of 2015 can apply for renewal in 2015, 2016, or 2017, **if a clinical protocol for a Phase I or Phase II clinical trial based on the initial Translational Research Program grant is submitted for IRB approval**.

Table 1: Maximum TRP Award Duration & Value

***Please note: The TRP award amount you are given will reflect the amount you request in the budget section of your application. Any requests to increase funding must be in writing to LLS and are subject to the availability of funds.**

Duration	Maximum Annual Direct Costs	Maximum Annual Indirect Costs	Maximum Total Costs	Maximum 2 Years
2 yrs	$270,027	$29,973	$300,000	$600,000

WHO CAN APPLY

Citizenship and Degree

Applicants must hold an M.D., Ph.D., or equivalent degree, and work in domestic or foreign non-profit organizations, such as universities, colleges, hospitals or laboratories. Applications may involve multiple such institutions and the Applicant should have an independent research or academic position. Applicants need not be U.S. citizens, and there are no restrictions on Applicant age, race, gender or creed. Applications from non-academic facilities, post doctoral positions and the National Institutes of Health are not eligible.

An Applicant may only submit one Renewal application at a time; however an applicant may submit one Renewal and one New application at the same time.

LEADERSHIP AND STAFFING

The Application will require one Principal Investigator who is responsible for the preparation and submission of the proposal including budget, the conduct of the research programs and adherence with all stipulations made by LLS in this document, the Policies & Procedures document, and in the grant contract if funded.

The Applicant should be the same Principal Investigator from the original TRP grant. Changes to the Principal Investigator must be approved by LLS prior to LOI submission.

APPLICATION PROCESS AND DEADLINES

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. Email researchprograms@lls.org for assistance creating a new account in Fluxx if you do not already have one. Only LLS staff members have administrative permission to create new accounts.

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 on the Fluxx site should be addressed to researchprograms@lls.org .

Relevance
The proposed research should be clinically directed or clinically translatable in hematologic malignancies that is intended to develop innovative approaches to treatment, diagnosis, or prevention. Projects currently funded by LLS can be viewed under the Grant Finder section of the LLS website at http://forms.lls.org/FormRenderer/grants/search .

Forms and Format
An application template is provided on the Fluxx website during the full application phase. 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 12 pt. Times New Roman. 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.

REVIEW PROCESS OF LOI

Letters of Intent are reviewed and approved by LLS at the time of submission. Once the LOI has been approved, the Full Application will immediately be available to the Applicant on Fluxx for submission. The deadline to submit a Full Application is March 1st .

Full Applications will only be accepted via Fluxx. 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 becomes the following business day.

Table 2: TRP Grant Application Deadlines

Application Phase	Date	Time
Letter of Intent – open	December 3, 2015	
Letter of Intent – close	January 25, 2016	3:00pm ET
Full Application – close	March 1, 2016	3:00pm ET

REVIEW CRITERIA

An application will be judged on these criteria:

- The probability of an advance in prevention, diagnosis or treatment in the near-term.
- Evidence of productivity through the initial award period of the Translational Research Grant.
- Evidence that a clinical trial will be carried out as a result of the renewal of funding. An approved clinical protocol is considered strong evidence of a grant's translational potential.

- The conceptual basis upon which the proposal rests.
- The novelty of the concept and strategy.
- Thoughtful and clear presentation.
- The impact of the research on disease prevention, diagnosis or management.
- Experience, background, and qualifications of investigators.
- Adequacy of resources and environment (facilities, patient population, data management, and data analysis).
- Adequacy of provisions for protection of human subjects.

REVIEW PROCESS OF FULL APPLICATIONS

Full Applications will be reviewed after the March 1st submission deadline by the TRP Subcommittee of the Medical & Scientific Affairs Committee. If an application does not meet the program goals, scope, or guidelines, it will be administratively disqualified. Once ranked, a priority score and funding recommendations of the TRP Subcommittee will be presented to the Medical & Scientific Affairs Committee and Mission Oversight Committee for final determination of awardees (in June). The Mission Oversight Committee will determine the number of awards funded, based on scientific merit and the budget approved by LLS's National Board of Directors.

Any Applicant selected for funding will be notified within 45 days of the funding decision**. Funding decisions are relayed by email and postal mail only and are not available by telephone.** All priority scores are confidential in that they are available to LLS's Medical & Scientific Affairs Committee, LLS's Mission Oversight Committee, its Research Subcommittee and administrative personnel only.

Applications are assigned an initial score by the primary and secondary reviewer. Only applications that fall above a scoring level determined by the committee chair will be discussed in detail for final ranking by the entire committee. Applications discussed by the full committee may have feedback available if requested by the applicant.

GENERAL INFORMATION

LLS is using Fluxx as our online grants management system, which is accessed here: https://lls.fluxx.io. Only online submissions through the Fluxx website will be accepted.

Institutional Designation
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.

Data Entry
Both the LOI and the full application may be accessed and changed multiple times as needed prior to the submission deadline. However, neither the LOI nor the 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 should be addressed to:

Director, Research Administration
The Leukemia & Lymphoma Society
1311 Mamaroneck Avenue, Suite 310
White Plains, New York 10605
researchprograms@lls.org

Forms and Format
Applicants will provide information on the Fluxx website at the LOI phase; there is no other template necessary at this phase. For the full application phase, a template will be 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. 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. In addition, character limitations must be adhered to.

Relevance
A clinical trial protocol based on the initial Translational Research Program grant should be submitted at the time of application and an IRB-approved Phase I or II clinical grant must be in place when funding starts**.** Renewal projects currently funded by LLS can be viewed on www.lls.org under the Grant Finder section.

LETTER OF INTENT

Each Applicant must submit the LOI by **January 25st at 3:00pm 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. 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.

The LOI will be evaluated by staff on a rolling basis. If the LOI is approved, the Applicant will be notified by automated email from Fluxx that they may proceed to the next phase of the application process.

Completing the LOI

ORGANIZATION INFORMATION

Sponsor Institution and Department
Indicate the name of the sponsoring institution and department. If this institution is not listed, please contact researchprograms@lls.org.

Principal Investigator
The Principal Investigator is the 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.

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

Additional Access (Admin/Assistant)
Access may be given to personnel to assist in the application process. This is the institutional representative responsible for the day-to-day administration of externally-funded research (or the Research Administrator).

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

Zip Code of Sponsoring Institution
Enter the Zip Code of the Sponsoring institution.

PROJECT OR PROGRAM INFORMATION

Check the renewal box and provide the previous TRP grant number.

GRANT INFORMATION

Project Title
Provide a title adhering to the 100 character limitation (which includes spaces).

Project Summary
Provide a title adhering to the 500 character limitation (which includes spaces). Charts and graphs should not be included in the project summary section.

Scientific Abstract
Briefly describe the proposed research in 3,000 characters or less using technical language. Once the LOI has been submitted, the scientific abstract may not change. Greek characters or symbols must not be used.

Lay Abstract
Clearly state in lay language the proposed research in 3,000 characters or less. Once the LOI has been submitted, the lay abstract may not change. Greek characters or symbols must not be used.

Amount Requested
The total amount, including both direct and indirect costs, cannot exceed $200,000/year. Enter the total amount of funding requested over the life of the grant (Maximum $600,000).

Proposed Start Date
The start date for all TRP grants is October 1st in the year the award is made (i.e. if an award is made to your application in July 2016, the grant start date will be October 1st, 2016).

Proposed End Date
The end date for all TRP grants is September 30th two years after the year the award is made (i.e. if an award is made to your application in July 2016, the grant end date will be September 30th, 2018.

Previous Submission
Indicate whether you have previously submitted this proposal (or one similar) to LLS, and indicate the date of any prior submission.

KEY PERSONNEL OR COLLABORATORS INFORMATION
New collaborator or key personnel contacts may be added to the collaborator section by clicking the green plus sign. These include Co-Principal Investigators and Co-Investigators.

If you plan to submit an application or serve as Co-Principal Investigator on an application, you will not be eligible to serve on the program's review panel this cycle.

BIOSKETCH
A biographical sketch is required for the Applicant. It is acceptable for the Applicant to use their NIH biosketch. Include a biosketch as needed for key personnel on the project. When listing all government and non-government support in the Other Research Support for the Applicant and other key personnel, **the applicant must indicate any overlap of aims or research efforts of**

proposed work receiving funding in addition to the LLS requested funding. No more than one biosketch per individual should appear in the application.

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.

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

SUBMIT

The Applicant can formally submit the LOI using this function. Signatures of the Applicant and Sponsoring Institution are not required for submission of the 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 must email LLS (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 **January 25th 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 "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 researchprograms@lls.org.**

REVIEW OF THE LOI

LLS staff will process LOIs as they are submitted. After the LOI is reviewed, the Applicant will be notified via automated email whether or not they have been invited to submit a Full Application. If invited for Full Application submission, the Applicant will have access to this section in the Fluxx grant management system. If you have not received an email regarding your LOI approval within 2 business days, contact **researchprograms@lls.org.**

FULL APPLICATION

Each Applicant must submit a full application by **March 1st at 3:00 pm Eastern Time** 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. Some sections of the full application will be automatically captured electronically on the Fluxx website from the LOI. 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

PROJECT OR SUPPORTING DOCUMENTATION

- Log on to the Fluxx site (https://lls.fluxx.io), click "New Request" on the left, click on your application, then click "Edit".
- Download and complete the project description template. The project description should be limited 11 pages.

The completed project description, including all appendices, must be uploaded as one single PDF file.

Project Description/Budget Template
The Project Description/Budget template includes 4 fields, as follows: a) Project Description b) Other Research Support c) Budget d) Budget Justification.

Each Project description is limited to 11 pages and should be presented in the following sequence:

- Title and Specific Aims for the first renewal year (approximately 0.5 pages)
- Scientific Background for the first renewal year (approximately 1.0 page)
- Detailed progress report, keyed to specific aim(s) of original funded proposal - include a list of *publications* if any from the current grant support (list published papers, papers in press, published abstracts, submitted abstracts or submitted manuscripts (approximately 5 pages)
- Summary of clinical trial planned or in progress (approximately 1.0 page)
- Significance of research for disease diagnosis, prevention or management (approximately 1.0 page)
- Resources and environment (approximately 0.5 pages)
- Plans for investigator interaction (approximately 0.5 pages)

- Preliminary data (approximately 1.0 page) and research methods (approximately 0.5 pages)

References must follow the Project description but do not count towards the 11 pages. A clinical research protocol must be submitted for IRB approval at the time of application and an IRB approved protocol must be present when the funding begins. **The approval date and compliance number is required before the start date of the grant, and may be added as an appendix to the application if available before the March 1st deadline.**

Budget
The Detailed Budget and Budget Justification should provide itemized detail for each major category for the all years of the program. This budget can be summarized in Year One of the budget and extrapolated for the remaining three years. All Totals and Subtotals should be completed on the form.

The maximum annual total cost (direct and indirect) cannot exceed $300,000. The aggregate costs over two (2) years cannot exceed $600,000.

Permissible Direct Costs include the following with the specified limitations:

- Personnel Expenses including salary, wage, or stipend with fringe benefits. In total, no more than forty percent (40%) of the direct costs may be requested for the salary and fringe benefit expenses of professional staff with a post-graduate degree (i.e. M.D., Ph.D., D.V.M.) regardless of function or role. This restriction does not apply to technical staff (lab assistants, nurses, etc.).
- Supplies & Materials requests should be itemized by category.
- Equipment Purchase requests must identify each item of equipment with an acquisition cost of more than $500.
- Travel Expense requests cannot exceed $1000 per year of the award.
- Other Direct Cost requests can include patient care costs.

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 (11.1%) of total direct costs. 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/Principal Investigator's stipend or fringe benefits cost.

Impermissible Costs include membership dues, tuition, books, journals, and publication costs.

SIGNATURE PAGE
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 - REQUEST, PROJECT, AND SUPPORTING DOCUMENTATION

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

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 May 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, 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 May 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 May 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 field.

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.

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.

REVIEW OF THE FULL APPLICATION

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.

APPLICATION SCORING OVERVIEW

The LLS will continue to pursue proposals in several specific research areas that it considers "high unmet need".

The **Priority Score of Renewal applications** will be based on a clear plan for the clinical exploitation of the studies proposed and the results expected. This score will range from 1-9. Evidence that a clinical trial will be carried out as a result of the renewal of funding is required. A clinical protocol must be submitted to IRB for approval at the time of applying for TRP renewal. An approved clinical protocol is considered strong evidence of a grant's translational potential. It must also be shown that the IRB-approved Phase I or II clinical trial is based on the initial LLS translational grant. While work directed at a further elucidation and understanding of the fundamental cellular and molecular biology of neoplastic lymphohematopoietic cells is a research priority of LLS, the Renewal Translational Research Program is specifically intended for the support of work which is clearly clinical in orientation and will be scored in a manner that is reflective of that premise.

Reviewers will also assign a **Mission Score** based on the following categories:

Mission Score of 1 – The clinical trial proposed in this renewal has **strong potential** for scientific advancement or patient impact in the field of blood cancer.

Mission Score of 2 – The clinical trial proposed in this renewal has **moderate potential** for scientific advancement or patient impact in the field of blood cancer.

Mission Score of 3 – The clinical trial proposed in this renewal has **low potential** for scientific advancement or patient impact in the field of blood cancer.

TRP applications will be rank-ordered based on their Overall Priority Score (10-90; which reflects the average of all the reviewers' priority scores multiplied by ten). **When scores are close in value**, applications with a Mission Score in category 1 may be funded although their Priority Score is less meritorious than those of other applications in Mission Score categories 2 and 3. Only applications with scores in the excellent to exceptional range (Overall Priority Score between 10 and 30) will be funded, regardless of mission category rankings.

The peer review panel for TRP renewals focuses on eligibility, trial design and potential patient impact.

The award is capped at $300,000 /year for 2 years ($600,000 total).

NOTE: As part of the application review, panel reviewers will have access to the latest progress report on file for the grant that is being renewed. The applicant will NOT need to upload the report. The report will be added to the application card in Fluxx as a separate file after the applicant submits.