



Career Development Program Guidelines & Instructions

Scholar

August 16, 2021 – June 30, 2022

Application Deadlines	
Eligibility Phase deadline:	November 1, 2021; 3:00 PM (ET)
Abstract Phase deadline:	November 15, 2021, 3:00 PM (ET)
Full Application Phase deadline:	December 17, 2021, 3:00 PM (ET)
Grant Start date:	July 1, 2022

What's New for 2021

Starting the prior application cycle, the approach to the application and review process fundamentally changed. The Scholar award has always had the intention of supporting researchers who are on a trajectory for leadership in blood cancer research. To better capture this, we are modifying the application process to better emphasize all the research activities of the applicant. Therefore, the total research portfolio of the applicant will be assessed by the review committee. These changes will better align the application, review process, and funding decisions with the purpose of the Scholar award.

2021 Update: Application Compliance

In prior award cycles, ~20-30% of eligibility requests were rejected. We have updated the eligibility form to make rejections far less likely, but it takes much more time to complete. To avoid eligibility rejection, read these Guidelines & Instructions carefully and fill out the eligibility form completely. ***Be sure to start this process early.***

A rejected applicant can only re-submit an eligibility request once.

In prior cycles, >10% of Career Development Program (CDP) applications submitted (from all non-clinical subcategories) were disqualified without full review based on non-compliance with the Mission Relevance of the application and environment. Carefully read the Mission Relevance and Mission Score sections to determine if The Leukemia & Lymphoma Society's (LLS) CDP award mechanism best fits your current and future research program goals. The Leukemia & Lymphoma Society has recently taken an active role in making sure that our scarce funds go to applicants who are most closely aligned with our Mission.

For those applicants whose research *programs* are not primarily in blood cancer and are thus not eligible to apply in the Scholar program, LLS has other project-based funding mechanisms. Please consider the Translational Research Program and/or the Blood Cancer Discoveries Program for funding for blood cancer research *projects*.

In recent years, approximately 10-15% of all full applications had serious structural flaws. These include non-adherence to section lengths, font size, or missing attachments (e.g., a Sponsor Letter or Biosketch), or critical sections not completed. Applications with such flaws run the risk of administrative disqualification.

Carefully check the final version of your application prior to upload (even if someone else uploads for you).

About The Leukemia & Lymphoma Society, Inc.

The Leukemia & Lymphoma Society, Inc. (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.

Description of the CDP Scholar Award

Through the Career Development Program, LLS supports talented blood cancer researchers in the early/mid phase of their careers. CDP continues to provide a pool of dedicated researchers to advance the understanding and diagnosis of blood cancer, as well as the development of treatment and prevention options that will ultimately lead to a higher quality of life for blood cancer patients as well as potential cures. Scholar applicants are primarily basic and translational researchers; those who are primarily clinical researchers should consider the Scholar in Clinical Research subcategory.

The **Scholar** Award is for 5 years and supports tenure-track, junior faculty who have **already** established themselves as blood cancer researchers.

The maximum award per year is \$120,000.00 and includes the applicant's salary and fringe benefits. A Scholar's salary may be supplemented by funds from other sources. Indirect costs may be included and cannot exceed 5% of the total direct costs requested in the proposal. The final value of the award may be limited by the policy of the applicant's Sponsoring Institution. Expenditures for laboratory costs/equipment, travel, etc. are not permitted. The awarded value will be limited to the amount requested in the submitted proposal. The research program described should occupy the vast majority of the applicant's research time though there are no requirements for a certain percent effort in our budget template. Scholar applicants are typically assistant or associate professors. Scholar applicants **must** hold an independent position. However, this award is not intended for well-established and/or senior investigators.

The Leukemia & Lymphoma Society honors those CDP awardees whose awards are ending and who have done the most impactful work. One Scholar/Scholar in Clinical Research awardee will be honored with the **CDP Achievement Award**. This high honor will be given to the Scholar/Scholar in Clinical Research awardee who is a leader/emerging leader and has had the three most impactful publications of direct relevance to blood cancer over the course of their funding period. An absolute requirement for consideration is that those publications must acknowledge support of The Leukemia & Lymphoma Society (preferably as a specific acknowledgement of this funding mechanism*). Since we consider a CDP awardee to always be an awardee while funded, **all** publications should acknowledge our support.* A secondary consideration is the total publication record and productivity during the award period as well as career trajectory. *Though not guaranteed, we hope to continue the CDP Achievement Awards indefinitely.*

*Use this format when acknowledging The Leukemia & Lymphoma Society: "...was supported by a Scholar award from The Leukemia & Lymphoma Society."

Eligibility

Scholar applicants must...

- Have a Sponsor who will attest to institutional support for the applicant. An appropriate Sponsor may be a department head, chief of service, or program chair. The Sponsor must be from the same institution and in a supervisory position to the applicant.
- Be an independent investigator of at least an assistant professor position or equivalent (see Experience/eligibility clock).

- Have adequate funding to support the proposed research (see Research Support Requirement).
- Have started their **first** independent position no less than 2 years but not more than 8 years before the time of review (see Experience/eligibility clock). Instructor-level positions are not counted as independent for eligibility purposes.
- Have at least one full length (which may include short reports), peer-reviewed, primary research, corresponding author publication* available on PubMed by the application due date as an independent investigator.

* Peer reviewed manuscripts that are **fully** accepted by the eligibility due date are acceptable. A copy of the letter from the journal must be provided to LLS by the eligibility due date, and the manuscript must be published online (PubMed and/or on the journal's website) by the full application due date for eligibility to be accepted and for the full application to be reviewed.

Citizenship

The program welcomes applications worldwide from appropriate academic institutions and investigators of any nationality.

Degree

Applicants must hold a PhD, MD, DVM, or equivalent degree.

Experience/eligibility clock

Applicants must have held an independent, faculty-level, tenure-track position (or equivalent) for 2 to 8 years (see Eligibility Outline table). All such positions are counted in the 8-year total. Instructor-level positions are not counted as independent for eligibility purposes. In some cases, LLS may ask for a letter from any applicable institution confirming employment start date(s). Research Assistant Professor (and similar/equivalent positions) may or may not count towards eligibility depending on the policy of the institution where that position was held. **A satisfactory explanation of these position types must be provided by the full application due date, or the full application may be administratively disqualified.** In cases where the position would not be considered independent, a letter from the institution will be required explaining their policy, but only in cases where such positions might put the applicant outside the eligibility range.

Eligibility Outline for 2021-2022 Application Cycle

	Scholar	Scholar in Clinical Research	Special Fellow (2-year)	Special Fellow (3-year)	Fellow
Degree	MD, PhD, DVM, or equivalent	MD, PhD, DVM, or equivalent	MD, PhD, DVM, or equivalent	MD, PhD, DVM, or equivalent	MD, PhD, DVM, or equivalent
Earliest oral thesis defense date	N/A	N/A	June 30, 2017	June 30, 2018	June 30, 2019

	Scholar	Scholar in Clinical Research	Special Fellow (2-year)	Special Fellow (3-year)	Fellow
Most recent oral thesis defense date	N/A	N/A	June 29, 2018	June 29, 2019	Full application due date
Independent faculty position required?*	Yes	Yes	No	No	No
Earliest start date of independent position*	January 1, 2014	January 1, 2012	N/A	N/A	N/A
Most recent start date	January 1, 2020	January 1, 2018	N/A	N/A	N/A
Applicant R01-level funding required?*	Yes	No***	No	No	No
Sponsor R01-level funding required?***	N/A	N/A	Yes	Yes	Yes
At least 1 first author, publication required?****	Yes*****	Yes*****	Yes*****	Yes*****	Yes*****
At least 1 corresponding author, publication required?****	Yes*****	No	No	No	No

*Mentored faculty positions (e.g., Instructor) do not count as independent

**See Research Support Requirement section

*** Funding may come from any source, but must be able to fund the active/proposed studies

****Full length, primary research publication (no reviews, perspectives, conference/meeting presentations or abstracts)

*****Peer reviewed manuscripts that are **fully** accepted by the eligibility due date are acceptable. See Eligibility section.

Career Trajectory

The Scholar award applicant must be in the early- to mid- stage of a career in blood cancer research and/or treatment. The anticipation is that Scholar awardees will eventually be leaders in the blood cancer field. Therefore, most of the applicant research time must be devoted to blood cancer.

Institution Affiliation

Applicants must be affiliated with a non-profit academic institution at the time funding commences and for the duration of the award.

Research Support Requirement

Scholar Awards support only salary. Applicants must be the PI or Co-PI on active grant(s) (peer-reviewed, national-level; substantial, multi-year funding*) to support the research program described in their application (or related research). Applicants may have transitional awards, but these cannot be used for eligibility purposes. Funding cannot be only startup funds. The presence of funding will be assessed at the eligibility phase, while the details of the Mission-relevance of that funding will be assessed after full application submission. In cases where such funding starts after the eligibility due date but by the CDP funding start date, the applicant must send evidence to researchprograms@lls.org from the funding agency of the award details (including funding agency, type, award amount, and start date). This must be received by LLS by the full application due date.

*Funding typically will be an R01. However, funding which is at least \$200,000/year for at least 3 years is sufficient to qualify.

Research support that ends prior to the award start date may not be used as evidence of adequate support.

Application Limitations

Applicants may only submit one application. There is no limit to the number of applications submitted from a specific institution, nor is there a limit to the number of Scholar (or Scholar in Clinical Research) applications on which a Sponsor is listed.

Other Career Development Support

No other equal or better career development-type award (as measured by the total award amount) may be held at the time of the award start date. If an equal (or better) career development-type award is activated after receiving a Scholar Award, the LLS award must be relinquished. Those who have previously held an equal (or better) career development-type award **may** apply for a CDP Award.

If a career development-type award (of lower total value) is held by the applicant, this funding may be held concurrently with the LLS award at LLS's discretion, should the LLS award be funded. In all such cases, the LLS funding may only be used to support the applicant/awardee's salary. In addition, an absolute requirement is that the other funding must support blood cancer research. Funding from organizations that are focused on diseases other than blood cancer may not be held concurrently with the Scholar award. This requirement reflects the necessity that a Scholar's research should be fully (or largely) focused directly on blood cancer.

Transfers

The application must be designed from the perspective of where the research will be performed. If a transfer is being considered, notify LLS at least 30 days prior to the transfer date by contacting researchprograms@lls.org. **Since applicants are judged in part on their**

institutional environment, a change to a new institution may affect the review of your application. If a transfer is agreed upon by the applicant and a new institution after the in-person review meeting (or if LLS is notified of such a transfer after the in-person review meeting), the award may be re-reviewed by both LLS staff and select members of the review panel. If LLS staff and the review panel members agree that this move is beneficial, funding will be awarded. ***However, there may be cases where the award may not be funded.***

Change in Applicant or Awardee's Status

Applicants must be full-time, independent investigators in an academic institution. If this status changes at any time, LLS must be notified immediately. In some cases, the Scholar award may continue, but only if the awardee's other work is clearly Mission-relevant and associated with a non-profit entity. However, a significant portion of the time must still be spent as an investigator at an academic institution. Should an applicant or awardee obtain a position at a for-profit entity, even part-time, they are no longer eligible to hold the Scholar Award. Any funds dispersed after this change in status making the awardee no longer eligible must be returned to LLS.

Mission Relevance

General

Scholar Awards are intended for early- to mid-career scientists with established track records in research directly relevant to blood cancer. Relevance is determined by the experimental approach. This is demonstrated by the publication record and research funding (including current research support; (see Research Support Requirement). The applicant's research must generally seek to answer questions of direct relevance to blood cancer or normal blood cell function of clear relevance to blood cancer.

Correlation of a biological phenomenon with blood cancer is not sufficient evidence of relevance to LLS's Mission unless there are experiments to directly address this correlation.

To be eligible for a Scholar Award, the applicant must have substantial blood cancer research experience, as evidenced by publication and funding records directly relevant to blood cancer. Those with research programs crossing diverse topics, with some focus on blood cancer are less likely to be eligible. Though LLS does not have a set percent for blood cancer focus, those with less than 75% blood cancer-focus in their research programs are not likely a good fit for the Scholar award.

Scholar applicants who do not have an established record of publications and funding demonstrating a commitment to blood cancer research will be disqualified without full review.

In prior CDP application cycles, multiple Scholar applicants were eliminated prior to full review for lack of direct blood cancer relevance to their proposed research and/or lack of appropriate blood cancer research experience. With the broadened focus of the new application process to include the Scholar applicant's full research program, it is expected that any applicant who does not have a research program focused primarily on

blood cancer will be disqualified. This will be determined using both the application as well as publicly available information.

Post-Award Adherence to LLS's Mission

Scholar awards will be selected based on the blood cancer relevance of the overall research program and the career trajectory. Funded Scholars whose research moves in a direction substantially different than direct blood cancer research may lose part or all of their Scholar award funding.

Review Process & Applicant Notification

CDP applications are reviewed by an independent, voluntary panel of experts.

Review criteria for **Scholar** applications include:

- Likelihood that success in the applicant's research program will positively impact our understanding and/or treatment of blood cancers
- Likelihood of the applicant becoming a leader in the blood cancer field
- Accomplishments of the applicant; recent research accomplishments must have direct relevance to blood cancer or normal blood biology that is directly relevant to blood cancer
- Importance of current and future research program for blood cancer
- Technical and conceptual innovation of current and future research program
- Access to applicable key materials and models, including patient materials, animal models, drugs, etc., to demonstrate feasibility of research program
- Clarity of presentation
- The institution's support for the applicant's research program and career advancement, as demonstrated in the Sponsor Letter

Based on these criteria, the application receives a Priority Score based on the NIH scoring system.

Early-stage assistant professors who have not established independence from their postdoctoral lab will likely be less competitive (i.e., applicants lacking sufficient corresponding author publications without the postdoctoral advisor as an author).

Mission Score

Mission Scores measure adherence to LLS's Mission of curing blood cancer. Researchers supported through CDP must primarily focus on those questions of **direct** relevance to blood cancer, which may include questions of normal blood biology. **Research on normal blood biology must have a clear relevance to blood cancer.**

Research programs that do not have clear relevance to blood cancer will be disqualified without full review. Note that the evaluation of relevance to blood cancer is an analysis of the full research program of the applicant.

Mission Score of 1: Research that directly investigates the pathogenesis, diagnosis, or treatment of hematologic malignancies and/or relevant premalignant conditions/states. In

addition, at least some experiments must include patients, and/or patient materials (including PDX models). In rare cases when patient materials are not obtainable by the scientific community, the most appropriate animal model may be used.

Mission Score of 2: Research that directly investigates the pathogenesis, diagnosis, or treatment of hematologic malignancies and/or relevant premalignant conditions/states. In addition, at least some experiments must use blood cancer cell lines and/or animal models of blood cancer.

Mission Score of 3*: Proposal that investigates basic mechanisms directly relevant to normal blood cell development, hematopoietic stem/precursor cell function, or immune responses that are *directly* relevant to blood cancer. These studies must have the intention of improving our understanding of blood cancer and must use appropriate models to understand these mechanisms in blood cells.

Mission Score of 4:** Proposal that investigates pathological processes that may be associated with blood cancer. These studies do not have the intention of improving our understanding of blood cancer, nor do they use appropriate models to understand these mechanisms in blood cells.

Mission Score of 5:** Proposals that investigate processes not directly associated with blood cancer or normal blood cell development/function.

*Proposals with a Mission Score of 3 are rare. Investigators interested in biological/pathological processes in blood cancer will generally be actively engaged in research that at least partially qualifies as a Mission Score of 1 or 2.

**Applications whose research program aligns with a Mission Score of 4 or 5 will be eliminated without full review.

After the review panel meeting, Mission-relevant applications (Mission Scores 1, 2, and 3) will be rank-ordered based on their Priority Score and those within or near the payline will be presented to LLS's oversight committees for approval. Funding will be based on ranking, Mission Scores, and LLS priorities. Funding status is relayed by email only and is not available by phone. All Priority Scores are confidential and are available only to LLS oversight committees and staff. Brief, anonymous feedback from the review panel may be provided but only when available.

Applicants can see the status of their application on the [LLS Research Portal](#). Up until final decisions are made, the status will be "Under Review." After final decisions are made, the status will either be "Awarded," "Waitlist" or "Not Funded." Please do not call or email regarding status updates.

Key Dates

Phase	Date
Eligibility Phase: open	August 16, 2021
Eligibility Phase: close	November 1, 2021, 3:00 PM (ET)
Eligibility determination by LLS staff	Rolling
Notification of eligibility	By November 8, 2021 (typically within 5 business days after submission)
Abstract Phase: open	Immediately after eligibility is approved
Abstract Phase: close	November 15, 2021, 3:00 PM (ET)
Full Application Phase: open	Immediately after Abstract Phase submission
Reference letters due	December 17, 2021, 3:00 PM (ET)
Full Application Phase: close	December 17, 2021, 3:00 PM (ET)
Award Notification*	May 2022
Award Start Date	July 1, 2022

*LLS's non-negotiable Grant Agreement Terms & Conditions are available on www.lls.org.

The submission deadlines will be enforced. Please note that all times are Eastern Time (ET). If any date falls on a weekend or US holiday, the deadline becomes the next business day. **There are no exceptions permitted with our deadlines.**

It is highly recommended that submissions are done 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. The [LLS Research Portal](#) automatically shuts down submissions after the deadline has passed. **Late submissions due to technical difficulties will not be accepted.** Every year, a few applicants get caught with difficulty near the deadline and some are unable to submit because of these issues. The best way to avoid this problem is to submit every phase well ahead of the deadline.

General Application Instructions

The CDP application process consists of 3 distinct phases: Eligibility*, Abstract*, and Full Application.* Below are step-by-step instructions for applying:

1. Read these Guidelines & Instructions in full.
2. Log in to the [LLS Research Portal](https://lls.fluxx.io/) (<https://lls.fluxx.io/>) and select Career Development Program. Click "Apply Now" to begin the application process (well ahead of the deadline).
 - If you have applied to LLS in the past, you do not need to create a new registration and can log-in with your username (email address associated with your account) and your password. If you forgot your password, 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.
 - If you are a first time user to the [LLS Research Portal](https://lls.fluxx.io/), please contact researchprograms@lls.org so an account can be created for you.
3. Familiarize yourself with the [LLS Research Portal](https://lls.fluxx.io/).
4. Follow the instructions on the [LLS Research Portal](https://lls.fluxx.io/) and this document to complete and submit your Eligibility. Eligibility requires completion of both the web form and the current eligibility form, which should be downloaded from the Project Document section of the web form.
5. You will receive an email (typically within 5 business days) notifying you of your Eligibility approval status. Once your Eligibility is approved, return to the [LLS Research Portal](https://lls.fluxx.io/), select "New or Pending" under Requests on the left panel and follow the instructions on the site and in this document to submit your Abstract Phase components.
 - You may be contacted by an LLS staff member if the information provided on your eligibility request suggests that you may be better suited for a different award category.
 - LLS staff will determine eligibility on a rolling basis using the criteria described in this document.
6. Reference letter requests are required during the Abstract Phase. Applicants are responsible for making sure that all required reference letters are submitted by their letter-writers by the Full Application deadline.
7. Once you have submitted your Abstract Phase information, you may immediately begin the Full Application Phase. Please carefully follow the instructions on the [LLS Research Portal](https://lls.fluxx.io/) and this document. The Full Application Phase requires completion of both the web form and the current application template, which should be downloaded from the Project Document section of the web form. **Failure to follow all application instructions may result in administrative disqualification of your application.**
 - Contact researchprograms@lls.org with any questions about the application that are not addressed in the [LLS Research Portal](https://lls.fluxx.io/) or this document.
8. Submit your Full Application to LLS prior to the Full Application deadline. We strongly recommend submitting well before the deadline, as site traffic on the day of and days leading up to the deadline will be heavy. **There are no extensions permitted to our deadlines.**
9. Character limits include spaces. Character and other length limits are strictly enforced on the web form and the uploaded project description template. Font must be Arial 11 pt. **If character limits and font restrictions are not adhered to, or the preset margins are altered, the application may not be reviewed.**
10. To create a fair process to all applicants, these Guidelines & Instructions and information on the [LLS Research Portal](https://lls.fluxx.io/) must be followed. **Do not ask for exceptions to these**

policies, including but not limited to exceptions to deadlines or making corrections to your document past the deadline.

Carefully check every page of your application prior to submission. You are ultimately responsible for this submission, even if someone else submits on your behalf.

You may save your work and return to it at any time by clicking “Save.” Clicking “Submit” will lock your application and prevent further modification at that stage. Contact researchprograms@lls.org if you submit in error (must be at least one hour prior to the deadline).

At any time during the application process, including after submitting your Full Application, you can check the status of your application by logging in to the [LLS Research Portal](#), selecting your application (under *Requests* in either “New or Pending” or “Submitted”), and referring to the Status in the yellow box at the top of the page.

If you have any technical difficulties with the [LLS Research Portal](#), please contact researchprograms@lls.org.

*Information provided at the earlier phases must match that provided at later phases. *Divergence between information provided at the Eligibility and/or Abstract Phases and information provided at the Full Application Phase **may result in administrative disqualification; if not disqualified, any divergence may be shared with the review committee.***

Detailed Eligibility Phase Instructions

Applicants may submit Eligibility Phase components upon opening of the program. Most eligibility information will be submitted via upload on the [LLS Research Portal](#). Eligibility will be evaluated by LLS scientific staff on a rolling basis (see the Eligibility Review section below). If eligibility is approved, the applicant may proceed to the next phase of the application process. If eligibility is rejected, the applicant may submit one more time if new information is provided and the eligibility deadline has not passed.

All information requested on the eligibility form must be provided.

Submission and Confirmation

You will receive an automated email stating that your information was successfully submitted within 2 business days of submission. If you have not received this email within 2 business days, contact researchprograms@lls.org. **It is recommended that you confirm each stage of the application process by checking your application status on the [LLS Research Portal](#).**

Eligibility Review

LLS staff will review eligibility on a rolling basis, and you will generally receive notification within 5 business days. Refer to Key Dates for details. **If you have not received notification within 5 business days, contact researchprograms@lls.org.**

If eligibility is accepted, you will have access to the Abstract Phase.

During the Eligibility Phase, the applicant should carefully consider who will write reference letters on their behalf and alert them of the due date for these letters (See Reference Letters subsection in the Detailed Abstract Phase Instructions). Letters submitted past the deadline will not be accepted. It is therefore beneficial to have a backup letter-writer in case one of your original writers is not able to submit on time.

Detailed Abstract Phase Instructions

There are two main aspects of the Abstract Phase:

- Reference Letters
- Project Information

The reference letter information can be added as soon as the application moves to the Abstract Phase. It is recommended to complete the reference letters information before starting the Project Information components, so that the writers get their submission instructions early (more details are found in the next section). Completion of the reference letters section by the applicant must happen prior to final submission of all Abstract Phase components.

Reference Letters

The applicant must have reference letters submitted on their behalf. These letters must be submitted directly by the letter-writers to the [LLS Research Portal](#). (See Initiating Blind Reference Letters below).

It is the responsibility of the applicant to ensure that the letters are submitted in the [LLS Research Portal](#) and received by the deadline. Letters received by LLS after the deadline will not be accepted.

If there are not at least 3 letters of reference received by the full application deadline, the application will be administratively disqualified.

Reference Letter Policies

- Three letters are required
- It is beneficial to have a backup letter-writer in case one of your original writers is not able to submit on time
- No more than four letters will be accepted
- Though not required, it is beneficial to have two of the letters coming from outside your institution
- Letters are blinded to the applicant and must be uploaded directly by the writer
- **The Sponsor Letter is separate from the reference letters and therefore is *not* considered one of the three reference letters; Sponsor information should not be provided in the reference letters section on the [LLS Research Portal](#) (see Sponsor Letter section)**

Initiating Blind Reference Letters

During the Abstract Phase, the applicant must contact those who will write their reference letters.

A section called “Request Blind Reference Letters” is available on the [LLS Research Portal](#) during the Abstract Phase. For each letter-writer, press the green “+” button on the right side. A pop-up window will appear. Copy and paste the first name, last name, and email address of the letter-writer into the designated spaces. After adding this information, press “Create Recommendation.” The pop-up will disappear, and an email will be automatically sent to the letter-writer. The email will contain a unique link that allows the writer to directly upload the letter to the [LLS Research Portal](#). This process is repeated for each of the letter-writers.

The email may end up in the letter-writer’s spam. Therefore, after the letter-writer’s information is added in the [LLS Research Portal](#), **it is critical for the applicant to follow up with each writer to be sure they received the email.** If they have not received this email within 2 business days, email researchprograms@lls.org, and the link will be re-sent to them.

The letters will not be viewable by the applicant. However, the applicant can view reference letter status on the [LLS Research Portal](#). Prior to each letter’s submission, a note will be visible to the applicant indicating that no letter is uploaded. After the letter is uploaded, this note will change to indicate that the letter has been submitted.

Project Information

Provide the following after completing the initiation of blind reference letters. All information provided here must remain consistent in the full application. **Significant divergence between information in this section and in the full application may negatively affect your funding chances.** Examples of significant divergence include stating that the specific disease focus is CLL when your actual focus is normal myeloid development or stating that your model systems include patient samples, but your full application indicates no patient samples (or access to patient samples).

Title

This will be the same title that you must use for the full application. Limited to 150 characters (including spaces).

Provide the following details that form the basis of your research. Only state information that you will **directly** be studying in your research. Do not state information here that is not directly applicable to your experimental approach. This information must reflect what will be in your full application; significant divergence may negatively affect your funding chances.

- **Disease or Subject Focus**

Indicate the disease or subject that directly forms the basis of your experiments (e.g. AML, stem cell transplant, etc.). Limited to 75 characters (including spaces).

- **Technological Approaches**

Indicate the overall technological approaches used in your experiments (e.g. next-generation sequencing, crystallography, etc.). Limited to 75 characters (including spaces).

- **Model System(s)**

Indicate the model systems used in your experiments (e.g. cell lines, mouse models, patient samples, etc.). Limited to 75 characters (including spaces). (Do **not** indicate patient samples if you will not likely be using these in your experiments).

Summary

For funded applications, we post awardee information on our website. Together with the applicant's biographical information, there is a short summary of the applicant's research. From there, a reader may choose to look at the longer lay abstract. Therefore, please provide a 3-5 sentence summary describing your work. The total of all sentences should be no more than 500 characters including spaces). Use this guide to structure the short paragraph:

- Overall question/focus of your research (1 sentence)
- High-level approach you will use to address this question (1 to 2 sentences)
- Outcome/goal of your research (1 to 2 sentences)

The overall goal is to provide a succinct overview of your research.

Brief Biography

A brief biography written for a lay audience. Approximately 1,000 characters including spaces.

Lay Abstract

The lay abstract should clearly describe your overall research program, its relevance to blood cancer, and how success in your overall program will improve our understanding and/or treatment of blood cancer. Use non-technical language that can be easily understood by the lay community. Scientific/Greek characters or symbols must not be used. The lay abstract is essential for LLS to continue successful fundraising to support our current and future grantees, including the later year(s) of **your** award, should it be funded. Thus, we require a well-written lay abstract with sufficient detail and suitable language for non-scientists. Be aware of your confidential information, as the lay abstract will be shared with others. **2,000 character minimum and 2,500 characters maximum including spaces.**

Helpful hints:

- Limit the use of scientific terms that are specific to your field.
- When specific scientific terms are necessary, be sure to include a brief definition.
 - When in doubt, err on the side of over-explaining.
- Avoid using too many acronyms and always define acronyms before using (except for common acronyms like "DNA").

Use the following list of questions as a guide for creating your Lay Abstract:

- What are the overall problems that your research program is addressing?
- What are the goals of your program? How does it fit into the overall problem?
- What is unique about **your** research? You must describe the specifics of your research and approach while avoiding being overly generalized/generic.
- What will be the indicators for success of your research program?
- How will this benefit blood cancer patients now or in the future? **If your research is distant from the clinic, it is critical to make the connection between your research and the benefit to *blood cancer patients* in the future.**

Scientific Abstract

The scientific abstract should accurately reflect your overall research program. Though putting your research in a broader context may be useful, it is also important to avoid overstating your research beyond your actual research activities. Do not use disease names or other terms that are not directly relevant to your research. **1,500 characters maximum including spaces.**

Submission and Confirmation

After clicking the “Submit” button, you will receive an automated email within 2 business days stating that your information was successfully submitted. If you do not receive the email confirmation, contact researchprograms@lls.org.

Immediately after Abstract Phase submission, you will have access to the Full Application Phase and may proceed with the application.

Changes

Information collected in the Abstract Phase will automatically populate fields in the Full Application Phase. Changes may be made with LLS approval if requested prior to the Full Application Phase deadline. Email researchprograms@lls.org requesting any change and identify the elements to be changed. No changes may be made after the Full Application Phase deadline has passed. Abstract Phase components must accurately reflect the focus of the full application. Furthermore, the exact wording of the summary and abstracts must be provided in the full application. **Failure to follow these policies may result in disqualification of the application.** See the first paragraph in the Project Information section above.

At this stage, the applicant should follow up with those chosen to write reference letters to remind them of the upcoming deadline for letter submission.

Detailed Full Application Phase Instructions

Some sections of the full application will carry through from the Abstract Phase. Information that carries through must not be modified; changes made to the Abstract Phase components after the Abstract Phase deadline without LLS approval may result in administrative disqualification of the full application. The remainder of the full application consists of web form components and elements to be uploaded as a **single PDF**.

Failure to submit as a single PDF in the order described on the template may result in disqualification of the application.

Two sections are required for the uploaded PDF:

- Section 1: Project Description Template
- Section 2: Attachments

Section 1: Project Description Template

(Downloaded from the [LLS Research Portal](#))

The template consists of the following required elements. You will find detailed instructions for each element on the full application template. Please ensure that you provide all requested information. If you have any questions regarding these elements, please contact

researchprograms@lls.org. **No information may be attached to the beginning of this template; such added information may result in administrative disqualification of the application.**

Use Arial 11pt. font for all sections, including figures. It is best to have a figure legend as a text box separate from the figure. Should you choose to have the figure legend as part of the figure, be aware that shrinking the figure may make the font size appear smaller than Arial 11 pt.

Should any font appear to be smaller than Arial 11 pt., the application may be administratively disqualified without review. Disqualification may be more likely when the text looks obviously small, and/or if there are many characters in the text. Smaller font may make it harder for the reviewer to read the figure text, which may negatively affect their review of your application. It may also unfairly provide you the opportunity to increase the amount of information in your application.

- **Applicant and Project Information:** Provide Name, Institution, Research Program Title, Summary, and Scientific, and Lay Abstracts. **Note:** the title, summary, and abstracts must be copied directly from the Abstract Phase.
- **Previous CDP Applications (if applicable):** If you have previously submitted a CDP application that was not funded, briefly describe what has changed from that application. Your prior application may be shared with the current review committee.
- **Website link:** Provide links to your institution's website description of your position/laboratory as well as your personal laboratory website if you have one.
- **Prior Research List*:** List your 5 most recent publications (first and/or corresponding author) in chronological order with Mission Scores.
- **Prior Research Accomplishments*:** Brief description of your 3 most significant contributions to science.
- **Current Non-Blood Cancer Research:** Brief description of all current research activities that are not directly related to blood cancer (and that do not use blood cancer models).
- **Current and Future Research Program and Graphical Abstract***
 - **Description of Models, Reagents, and Trials:** All model systems, reagents, and trials mentioned in your current and future research program, including figures, must be described here. This provides reviewers with an easily accessible reference source and demonstrates feasibility of your research plans.
 - **Graphical Abstract:** Provide up to two graphical abstracts to describe some aspect of your research program, such as signaling pathways, overall approach, etc. This provides reviewers (and others) with a quick overview of your research. This is similar to the graphical abstract in a Cancer Cell paper. Graphical abstracts must not be professionally developed. They must be developed primarily by the applicant using tools readily available in a typical lab (e.g., PowerPoint, Photoshop, Adobe Illustrator, BioRender, etc.). You will be judged on your ability to convey information in a simple manner, but you will not be judged on artistic ability.
 - **Current and Future Research Program:** Provide all current projects in your lab and integrate with your future plans. This provides the opportunity for reviewers to assess your innovative approaches and the impact they may have on our knowledge of blood cancer. Applicants are encouraged to describe high-risk

projects even those with limited preliminary data. However, this section must be feasible based on your current experience and capabilities. It must also generally reflect your funding and publication record.

- **References:** Refer to the application template.
- **Applicant's Corresponding Author Publications****
- **Access to Non-Commercially Available Reagents, Drugs, and Models:** Confirm that you have (or will have) access to all reagents, drugs, and models necessary for your research. This will be another component to assess the feasibility of your research.
- **Other Grant Applications:** List other grants or awards that you are currently applying for or are awaiting a funding decision. If funding decisions on other grant/award applications occur during the application or review phases, you must inform LLS. If your Scholar Award is funded, you must also indicate whether other award notices occur for grants/awards that may overlap or conflict with the Scholar Award.
- **Budget:** Please see details on the application template.
- **Signature Page:** Please ensure all signatures requested are complete.

****Prior, current, and future research will form an essential part of the review process. Reviewers will use these sections to assess the quality of your research and the likelihood that you will become a leader in blood cancer research.***

****Applicant's Corresponding Author Publications**

Using the *Blood* citation format, list all primary research, corresponding-author publications following the instructions on the template.

Include:

- Corresponding author publications, including multiple corresponding author publications (corresponding authorship must be verifiable on the manuscript)
- Primary research-oriented publications (clinically oriented publications are acceptable, but must be primary observations/analyses)
- Peer-reviewed publications that are available on PubMed or the journal's website by the full application due date (full text must be available in one or both locations)
- Peer-reviewed manuscripts that have been accepted for publication; accepted manuscripts that are not yet published must be provided as an attachment and must also be accompanied by a copy of the correspondence from the journal indicating acceptance

Do not include:

- Publications on which you are not corresponding author
- Non primary research-oriented publications (reviews, perspectives, etc.)
- Methods papers
- Conference presentations
- Manuscripts submitted, under review/revision, or those deposited on a preprint server
- Manuscripts accepted that are not accompanied by correspondence from the journal (see prior section)

Applications will be checked by LLS scientific staff for accuracy. **Significant deviations from publicly available information may result in administrative disqualification.** An example includes, but is not limited to, the inclusion of a publication where the applicant indicates corresponding authorship, but the manuscript does not indicate corresponding authorship, co/dual corresponding authorship, etc. ***In addition, inclusion of papers not verifiably accepted for publication, or the inclusion of reviews or conference presentations, may cause an administrative disqualification of the application.***

Section 2: Attachments

The following sections must be attached in this order to the end of the template (from Section 1) to create a single PDF. No other information may be provided in this section.

Applicant's NIH Biosketch

Use a recent NIH biosketch format found on the NIH website. You do not need to switch to a new version should the NIH update the format during the application process. **Indicate the publications on which the applicant is the corresponding author.** An eRA Commons User Name is not required.

Applicant's NIH Other Support Document

Use the most recent NIH Other Support Document format found on the NIH website. You do not need to switch to a new version should the NIH update the format during the application process

Failure to provide a separate Other Support Document may result in administrative disqualification.

Sponsor Letter

The Sponsor Letter must contain the following:

- Description of the applicant's position
- Description of the Sponsoring Institution's support for the applicant's research program
- Future plans for the applicant's career development at the Sponsoring Institution
- Description of how the applicant's time will be divided among research and other responsibilities to the Sponsoring Institution

The Sponsor Letter is separate from the reference letters; **Sponsors may not write a letter of reference. The Sponsor Letter is not blinded to the applicant.**

Collaboration/Support Letters (Required where applicable)

When there are significant collaborations, letters of support are helpful. This is critical when access to patient samples, animal models, or specialized equipment outside of the applicant's laboratory or department is necessary for the proposed research. If a company asset is required and is not commercially available from scientific supply companies, such as proprietary drugs, a letter from the company supplying this asset ***must*** accompany the application. The letters must be signed and must be provided on institutional/company letterhead. ***Failure to provide this information will negatively affect the review of this application.***

Letters attached must not be letters of reference. All letters of reference must be uploaded separately by the writer (and blinded to the applicant). ***Any letter attached to the application that is not primarily a letter of collaboration and/or a letter stating access to materials and/or other resources may be administratively disqualified.***

Clinical Protocol (Required where applicable)

Provide a summary (up to two pages) of any clinical protocols essential to the current/proposed research program, including the NCT number. Include approval date and compliance number. Indicate if IRB approval is pending and provide a letter from the institutional official regarding IRB status.

Assurances (Required)

Human Subjects

Indicate if human subjects will be involved in the proposed research. The status (approved, pending, or exempt) of IRB (or equivalent institutional designation) approval must be provided. Documentation of any current or pending approvals must be contained in the full application. There is also a section on the web form that must be completed. An application may be submitted with IRB approval pending, but IRB approval must be obtained and provided to LLS prior to the award start date.

Laboratory Animals

Indicate if animals will be involved in the proposed research. The status and date of the Institutional Animal Care and Use Committee (IACUC) (or equivalent institutional designation) approval must be provided. The Animal Welfare Assurance number must be included. Documentation of any current or pending approvals must be provided in the full application template. There is also a section on the web form that must be completed. An application may be submitted with approval pending, but approval must be obtained and provided to LLS prior to the award start date.

Recombinant DNA

Indicate if the proposed research involves recombinant DNA. Documentation of any current or pending approvals must be contained in the full application template; there is also a section on the web form that must be completed.

Biohazard Statement

Indicate if the proposed research involves the use of biohazards. Documentation of any current or pending approvals must be contained in the full application template. There is also a section on the web form that must be completed.

Manuscripts (Optional)

Manuscripts may be attached using the following rules. ***Applications that do not follow these rules may be administratively disqualified without review.***

- Up to three manuscripts
- You must be first author and/or corresponding author on the manuscript (co-first and/or co-corresponding authorship is acceptable)
- Manuscripts must be either under review or accepted but not yet available on PubMed or the journal website by the full application due date

- Each manuscript **must** be accompanied by a copy of correspondence from the journal indicating the status of the review
- Publications that are on a preprint server, but not under review **cannot** be attached; there is a separate section of the template where you may provide a link to preprint manuscripts

No attachments besides those listed above should be included, nor should there be any attachments preceding the template (e.g., no cover letters). Applications that include additional documents besides those requested may be administratively disqualified.

Uploading the project document and final submission

Upload the full application components, as a single PDF, in the Project Document section on the web form.

All documents must be combined into a single PDF in the order listed above before uploading. Failure to submit as a single PDF in the order above may result in disqualification of the application.

Submission and Confirmation

After clicking the “Submit” button, you will receive an automated email **within 2 business days** stating that your information was successfully submitted. **If you do not receive the email confirmation of submission, contact researchprograms@lls.org.**

Only one application document and one eligibility request document should be present. If extra documents remain after submission and before the deadline, email researchprograms@lls.org and let us know which documents to remove.

Carefully check your PDF prior to submission. If you notice problems with your PDF after you have submitted, email researchprograms@lls.org and we will help you upload the correct document if you are unable to delete the incorrect document. ***This email must be received, with the correct document, prior to the deadline; there are no exceptions to this rule.***

Check the application prior to final submission. The applicant is ultimately responsible for the submission, regardless of who is uploading information on the [LLS Research Portal](#). Every year, LLS has a small number of people that notice problems with their application after the deadline. Applicants will avoid this problem by carefully checking their application prior to final submission. Submitting well ahead of the deadline is also beneficial.

Once the deadline has passed, only the following updates may be made:

- Significant updates to clinical trials:
 - IRB updates
 - Opening of the trial
 - Patient enrollment
 - Opening of new clinical sites
 - Efficacy and/or safety updates

- Manuscripts that are accepted for publication; the following must be provided via email to researchprograms@lls.org:
 - Complete list of authors as they appear on the accepted manuscript
 - Manuscript title
 - Journal
 - Date of publication or online ahead of print (if known)
 - A copy of the acceptance letter from the journal
- Updates regarding any transfers to a new institution (see Transfers section in Eligibility).