



## Career Development Program Guidelines & Instructions

### **Special Fellow**

**August 16, 2021 – June 30, 2022**

<b>Application Deadlines</b>	
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

## **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. ***Your Sponsor must sign the form. Therefore, 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 CDP award mechanism best fits your research, mentorship environment, and career 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.

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 (e.g., data attribution).

***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 Special Fellow Award**

Through the Career Development Program, LLS supports talented blood cancer researchers in the early 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.

The **Special Fellow** Award is for 2 or 3 years depending on eligibility and supports mentored postdoctoral fellows and instructors who are training for a career in blood cancer research and/or treatment.

The intent of the program is to support top-performing postdocs who have clearly demonstrated success and who need 2-3 years of training to be competitive for an independent position. The emphasis is on "Special" and not simply "senior." Postdocs who are currently competitive for an independent position and who are actively looking for one should not apply. This award is not intended for those who are within 1 year of their independent academic position as of the award

start date. Note that any funded Special Fellow may transfer this award to their new institution should they take an independent academic position, **but only if they have had this award for a least one year. Those who have had the Special Fellow award for less than one year will not be allowed to transfer this award when they take their new, independent position.**

The maximum award per year is \$67,000.00 and includes the applicant's salary and fringe benefits. A Special Fellow's salary may be supplemented by funds from another source. 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, tuition, etc. are not permitted (some exceptions to this rule apply in the case of K99 recipients). The awarded value will be limited to the amount requested in the submitted proposal even if that amount is less than \$67,000. It is anticipated that the proposed research will occupy most of the applicant's time, though there are no requirements for a certain percent effort in our budget template.

The Leukemia & Lymphoma Society honors those CDP awardees whose awards are ending and who have done the most impactful work. One Special Fellow awardee will be honored with the **CDP Achievement Award**. This high honor will be given to the Special Fellow who has had the most impactful publication of **direct** relevance to blood cancer over the course of their Special Fellow funding period. An absolute requirement for consideration is that the publication 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 part of the LLS family while funded, **all** publications should acknowledge our support, regardless of the aims stated in the original application.\* 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 Special Fellow award from The Leukemia & Lymphoma Society."

## **Eligibility**

### **Special Fellow applicants must...**

- Have an appropriate Sponsor:
  - Must be the head of a laboratory at a non-profit, academic institution where the applicant's research will be performed
  - Must be the applicant's primary mentor
  - Must be identifiable as the applicant's supervisor according to the institution's Human Resources Department
  - Must be a tenure-track, assistant professor or above (or equivalent)
  - Must not be nor have been the applicant's thesis advisor nor the head of the laboratory where the applicant's thesis research was performed
  - Must have at least three recent first/last author publications that **directly** impact our understanding of blood cancer (See Mission Score section) including at least one as the corresponding author; **the publications must clearly fit within either Mission Score 1, 2, or 3**
  - Must have access to adequate funding to support the proposed research:

- Must have substantial peer-reviewed research support, which generally is an R01 (Sponsor **must** be the PI or co-PI); other acceptable support must have a minimum of \$200,000 per year for a period of at least 3 years
- In rare situations, substantial and sustained institutional support beyond a startup package when other funding is not available
- Transitional funding (e.g., R00) may not be used for eligibility purposes
- Funding listed for eligibility purposes must not end prior to the award start date

**Special Fellow applicants must also...**

- Be a postdoc in their Sponsor's lab by the award start date
- Not be in a graduate program at the award start date
- Have a least one first author, full length (which may include short reports), peer-reviewed, primary research publication available on PubMed by the full application due date\* (**Not** including reviews, perspectives, conference/meeting presentations or abstracts, etc.)
- Have a **total** of postdoctoral experience that is at least 3 years, but no more than 5 years at the time of the award start date (see below for more details)
- Not have any unexplained gaps in training
- Explain all positions and titles from the end of graduate or medical training in the Other Information section of the eligibility template; this is particularly critical for training that does not follow the standard US-based training and for unusual position titles
- Explain, where appropriate, eligibility window extension requests in the Eligibility Window Extension section of the eligibility template, which may **only** be used to request expansion of the window of eligibility describing any of the following\*\*:
  - Dates of parental leave
  - Dates of military service
  - Dates related to Visa issues caused by governmental delays

\* 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.

\*\*See Pauses to the Eligibility Clock section for complete details.

**Position Title**

The Special Fellow award is intended for early/mid-stage postdoctoral fellows. Generally, position titles must be "postdoctoral fellow," "fellow," or "instructor." Other titles may be acceptable based on the applicant's institutional rules, as long as the position is equivalent to a mentored postdoctoral fellow/instructor; this position must be explained in the eligibility form. Applicants whose title significantly differs from the above examples must have a letter submitted by the full application deadline explaining the position and the terminology. This letter must come from the appropriate institutional representative that is in a position to explain this (e.g., Human Resources).

### **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 by the full application start date. Applicants may not be in a degree-granting program at the award start date.

### **Eligibility Outline for 2021-2022 Application Cycle**

	<b>Scholar</b>	<b>Scholar in Clinical Research</b>	<b>Special Fellow (2-year)</b>	<b>Special Fellow (3-year)</b>	<b>Fellow</b>
<b>Degree</b>	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
<b>Earliest oral thesis defense date</b>	N/A	N/A	June 30, 2017	June 30, 2018	June 30, 2019
<b>Most recent oral thesis defense date</b>	N/A	N/A	June 29, 2018	June 29, 2019	Full application due date
<b>Independent faculty position required?*</b>	Yes	Yes	No	No	No
<b>Earliest start date of independent position*</b>	January 1, 2014	January 1, 2012	N/A	N/A	N/A
<b>Most recent start date</b>	January 1, 2020	January 1, 2018	N/A	N/A	N/A
<b>Applicant R01-level funding required?*</b>	Yes	No***	No	No	No
<b>Sponsor R01-level funding required?***</b>	N/A	N/A	Yes	Yes	Yes
<b>At least 1 first author, publication required?****</b>	Yes*****	Yes*****	Yes*****	Yes*****	Yes*****
<b>At least 1 corresponding author, publication required?****</b>	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.

### **Experience/Eligibility Clock**

Applicants must have a **total** of postdoctoral experience that is at least 3 years, but no more than 5 years at the time of the award start date (see Eligibility Outline table).

For those with only a PhD as their doctoral degree, postdoctoral experience is measured from the oral thesis defense date. When there is no required oral thesis defense, other events signaling the end of graduate training will be considered. In these cases, details must be provided in the Other Information section of the eligibility form. In all cases, but typically after a successful oral thesis defense, LLS starts the eligibility clock as soon as an institution considers a former graduate student as having a PhD.

For those with an MD (or MD/PhD), postdoctoral experience is measured when post-MD *research* training is sustained at greater than 50% of the time. This is generally the 2<sup>nd</sup> or 3<sup>rd</sup> year of the Hem/Onc Fellow period. Time in **clinical** training, where applicable, does **not** start the eligibility clock.

In rare cases, those with an MD (or MD/PhD) may perform postdoctoral research training after the first doctoral degree but **prior** to starting residency/fellowship clinical training. **This is counted as postdoctoral training for the purposes of this calculation.**

### **There must be no unexplained gaps in training.**

In some cases, LLS may ask the applicant to provide a letter from any applicable institution confirming date(s).

#### **For all applicants:**

- **All** postdoctoral research experience is counted against the eligibility clock.
- Time in **any laboratory as a postdoctoral fellow (or equivalent) is counted; the eligibility clock does not start with the start date in your current laboratory.**

LLS support for Special Fellows may not extend total postdoctoral research training (excluding clinical training) beyond 7 years. Applicants who receive a Special Fellow Award will receive either two or three years of funding to comply with this requirement.

### **Pauses to the Eligibility Clock**

The following events may be used as a pause to the eligibility clock:

- Parental leave
- Military service

- Visa delays that are caused by governmental agencies\*

These events, including dates, must be stated in the Eligibility Window Extension section of the eligibility form. A letter from your current Sponsor or former advisor stating the nature of the leave or Visa delays and the associated dates should be sent to [researchprograms@lls.org](mailto:researchprograms@lls.org) by the full application deadline.

***There are no other acceptable pauses to the eligibility clock.***

The eligibility window extension's purpose is to provide equal opportunity to those whose research is unavoidably delayed. Those on parental leave or fulfilling military service are not performing research. ***Some*** who are applying for a Visa to do their postdoctoral research in another country ***may*** have a temporary disruption of their research and if so, LLS will consider this using the below guidelines.\*

\*The eligibility window may be extended for unavoidable Visa delays. Those requesting such an extension must abide by these rules:

- The Visa application must have been submitted within 90 calendar days of their oral thesis defense date (or equivalent) or the end of their clinical training.
- Additions to this 90-day rule may be extended for another 90 days under specific circumstances to abide by governmental or institutional rules. The original steps in the Visa application process must be documentable and within the first 90 days mentioned in the first bullet point.
- Documentation is required. This may include documents from the government and the institution, as well as original email correspondence. All documents should be sent as an attachment to [researchprograms@lls.org](mailto:researchprograms@lls.org).
- Eligibility extensions are not given for Visa applicants who have decided to stay on in their graduate lab for an extended period, nor will extensions be given for those transferring to a second postdoctoral position.

### **Career Trajectory**

LLS encourages applications from Special Fellow candidates with diverse scientific backgrounds and who wish to pursue a career path that is beneficial to blood cancer patients. The Sponsor letter should detail the training plan for this career path. ***Applicants who are not pursuing a career in blood cancer research should not apply.***

### **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**

Special Fellow Awards generally fund only salary (see the K99 discussion in the Other Career Development Support section for an exception). Applicants must have a Sponsor who is a PI or co-PI on active grant(s) (peer-reviewed, national-level; substantial, multi-year funding\*) to support the research proposed in the application (or related research). Sponsors may have transitional awards, but these awards cannot be used for eligibility purposes. Funding cannot

be only startup funds. In rare cases, research support may come from substantial and sustained institutional support beyond a startup package when other funding is not available. This funding must be directly earmarked to the Sponsor and must not be general institutional funds that are divided among multiple faculty. 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 from the funding agency of the award details to [researchprograms@lls.org](mailto:researchprograms@lls.org) (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.**

It is expected that there will be overlap of CDP applications with their Sponsor's currently funded grants. In some circumstances, a Special Fellow's proposal may have overlap with an application submitted by their Sponsor to LLS during the same application cycle. In these cases, the applicant must show that there is **current** funding to support their research (since CDP is salary only). Though we may consider such proposals, it is likely they will have a higher bar to reach during the review process. Contact [researchprograms@lls.org](mailto:researchprograms@lls.org) for questions about specific proposals.

**Application Limitations**

Applicants may only submit one application. A Sponsor can only be a Sponsor on one Special Fellow submission in any given application cycle. A Sponsor may sponsor one Special Fellow, one Fellow, as well as multiple Scholar applicants in each application cycle. There is no limit to the number of applications submitted from a specific institution. It is acceptable for a Sponsor who currently has active Fellow and/or Special Fellow awardees in their lab to sponsor a Special Fellow applicant during another award cycle. ***You are required to coordinate with your Sponsor to be sure that there is only one Special Fellow application coming from the same lab during this application cycle.***

**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 Special Fellow 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.

The exception to this rule is when an applicant has a K99 award. Current K99 awardees may apply for a Special Fellow award, and current Special Fellow awardees may accept a K99 award and keep the CDP Award, pending LLS approval. Certain information, including the aims of the K99 award, must be provided to LLS to ensure that the K99-funded research is directly relevant to LLS's Mission. Funding may be conditionally approved pending review of publicly available information once the K99 is activated. Funding from the Special Fellow Award may be

used for any purpose related to the CDP application/award, whether it be awardee salary, technician salary, or research supplies, pending LLS approval. Note that the NIH/NCI has its own approval process. It is recommended that Special Fellow applicants and Special Fellow awardees notify LLS of any developments in the K99 application process. Contact [researchprograms@lls.org](mailto:researchprograms@lls.org) for questions about LLS's approval process for holding both awards.

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 Special Fellow award. This requirement reflects the necessity that Special Fellow'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 to a different lab with a different Sponsor (within the same institution or at another institution) is being considered during the application process, the applicant must submit the application based on work that will be performed in the new laboratory and obtain the appropriate signatures from the new destination. Transfers to a new institution but with the **same** Sponsor are usually acceptable but must be approved by LLS. Transfers may be allowed after the award start date; however, transfers undergo a review, **and thus their approval is not guaranteed**. In addition, the Special Fellow Award is issued to an individual, and is not transferable to another person. Please notify LLS at least 30 days prior to the transfer date by contacting [researchprograms@lls.org](mailto:researchprograms@lls.org).

### **Change in Applicant or Awardee's Status**

Applicants who are postdoctoral fellows or mentored faculty (e.g., instructors) are eligible to apply. However, Special Fellow awardees cannot be independent faculty members and hold the Special Fellow award within the first year of funding. Awards will not be given to those with independent positions, and those already funded must terminate their award at the time they transition to independence **if within the first year of funding**. LLS must be notified as soon as any change in status is contemplated. LLS reserves the right to require the return of any funds given after the start of an independent position if this change occurs within the first year of funding. Any funds dispersed after this change in status making the awardee no longer eligible must be returned to LLS.

It is anticipated that Special Fellow applicants will be contemplating applying for independent positions, and LLS encourages this career progression. Special Fellow awardees who have been in their Sponsor's laboratory as a mentored fellow/instructor for one year (after the award start date) are allowed to carry their funding with them should they receive an independent faculty-level position.

***This award is not intended for those who are likely to obtain an independent position prior to one year after the funding start date.***

## **Mission Relevance**

### **General**

The purpose of LLS's CDP award mechanism is to support scientists who are pursuing a career in blood cancer research and/or treatment. Thus, the research of the applicant must address questions that are **directly** relevant to hematologic malignancies and/or relevant premalignant conditions/states. Relevance is determined by the experimental approach. The environment to pursue this research program must also be appropriate.

***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.***

***Special Fellow applicants whose Sponsors 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 Special Fellow applicants were eliminated prior to full review for lack of direct blood cancer relevance of their current/proposed research and/or lack of appropriate blood cancer research experience of their Sponsor.***

The proposed experiments must seek to answer questions about blood cancer or normal blood cell function of direct relevance to blood cancer. These experiments must use blood cancer patient samples, blood cancer cell lines, or mouse models appropriate for blood cancer. Research using other model systems must make it clear why those model systems are being used to address questions of direct relevance to blood cancer and why they are better suited than standard blood cancer models. ***The environment and expertise provided by the Sponsor must be appropriate to perform the blood cancer-relevant work.*** There must also be funding support for this research (see Research Support Requirement section).

### **Post-Award Adherence to Aims**

CDP Awards are selected in part based on the aims in the application. LLS requires any substantial change to aims of funded awards to be approved by LLS to continue receiving funding. LLS understands that science does not progress in a direct path, and thus minor changes to the aims need not be approved by LLS (but should be indicated in annual progress reports). **Changes to the aims that substantially reduce the impact of the research on LLS's Mission will not be approved and funding may be reduced or eliminated. Changes to aims without prior approval from LLS may also result in elimination of LLS funding.** Therefore, it is highly recommended that aims in the application be carefully crafted in terms of feasibility and blood cancer relevance, and that they are aims you intend to pursue. Careful consideration of aims during the application process will enhance the ability to modify research directions in a Mission-relevant fashion, should the need arise after funding commences.

***Funded Special Fellows who do not show evidence of progress on blood cancer-relevant research may be terminated early at LLS's discretion. Progress is evaluated by LLS scientific staff during annual Progress Reports, which may include an analysis of publicly available information regarding publications and meeting presentations.***

### **Key Publications of Sponsor Demonstrating Contributions to Blood Cancer**

Special Fellow applicants must provide a description of publications that best highlight their Sponsor's contributions to the understanding of blood cancer or normal blood biology having **direct** relevance to blood cancer. **Three publications from the past 10 years must be presented in the full application document.** The Sponsor must have expertise in blood cancer. This information will be used to determine the qualifications of the Sponsor to mentor the applicant's blood cancer-relevant research career.

These publications must:

- directly correlate with Mission Scores of 1, 2, or 3 (see Mission Score section)
- have the Sponsor as the corresponding author on all of these publications; for less experienced Sponsors, the Sponsor must be the corresponding author on at least one publication but then must be first author on the others
- be primary research publications
- be available on PubMed by the full application due date

These publications must not:

- have only an indirect relation or no relation to blood cancer
- be review articles
- be manuscripts that are not available on PubMed on the full application due date

**The applicant should get input from the Sponsor, but this section must be written by the applicant.**

### **Review Process & Applicant Notification**

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

Review criteria for **Special Fellow** applications include:

- **Direct** relevance of proposed research to blood cancer
- Likelihood of the applicant pursuing a career in blood cancer research
- Prior accomplishments of the applicant (**graduate** research of the applicant need **not** be blood cancer-based)
- Qualifications of the Sponsor to mentor the applicant in blood cancer research or normal blood biology that is directly relevant to blood cancer
- Scientific quality of the proposal
- Access to applicable key materials and models, including patient materials, animal models, drugs, etc., to demonstrate feasibility of proposed experiments
- Clarity of presentation
- Clear and robust training plan from the Sponsor
- Demonstrated need for continued funding with a clear trajectory to an independent career within a few years

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

## **Mission Score**

The applicant also receives a **Mission Score** to measure adherence of the application to LLS's Mission of curing blood cancer. CDP Awards must 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.** The Mission Score will be assigned based on the overall focus of the application.

**Proposals that do not have clear relevance to blood cancer will be disqualified without full review.**

**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 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” or “Waitlist” or “Not Funded.” Please do not call or email regarding status updates.

### **Key Dates**

<b>Phase</b>	<b>Date</b>
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](http://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](#), please contact [researchprograms@lls.org](mailto:researchprograms@lls.org) so an account can be created for you.
3. Familiarize yourself with the [LLS Research Portal](#).
4. Follow the instructions on the [LLS Research Portal](#) 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](#), 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](#) 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](mailto:researchprograms@lls.org) with any questions about the application that are not addressed in the [LLS Research Portal](#) 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](#) 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](mailto: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](mailto: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.***

***Since the applicant and Sponsor must sign the eligibility form prior to uploading, it is highly recommended that this process is started well before the eligibility deadline.***

### **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 two business days, contact [researchprograms@lls.org](mailto: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 scientific 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](mailto: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](mailto: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 state the relevance to blood cancer and describe your current/proposed research, including problem/question to be addressed, specific aims, and anticipated results using 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 is the overall problem?
- What is the specific goal of your project? 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 in this project?
- What will be the next steps for this project beyond your current specific aims?
- 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 research (current/proposed). Though putting your research in a broader context may be useful, it is also important to avoid overstating your research beyond the research you are actually doing. 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](mailto: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](mailto: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 in 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](mailto: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 Applicant and Sponsor Names and Institution, Project Title, Summary, and Scientific and Lay Abstracts. **Note:** The title, summary, and abstracts must be copied directly from the Abstract Phase.
- **Career Development as a Blood Cancer Researcher:** Describe your training history, current project, and current training environment. Describe how these are providing you with appropriate training to be a blood cancer researcher.
- **Key Publications of Sponsor Demonstrating Blood Cancer Contributions:** **Carefully re-read the Mission Relevance and Mission Score sections of this document before proceeding.** Describe 3 primary research publications from the past 10 years that best demonstrate your Sponsor's contributions to the understanding of blood cancer following the guidance in the template. Your Sponsor must generally be corresponding author on all, but for less experienced Sponsors, the Sponsor must be the corresponding author on at least one publication but then must be first author on the others.
- **Mission Score of Proposed Research:**
  - Provide a Mission Score for each aim, followed by a brief description of the rationale for this assignment. **The Mission Scores must directly reflect the Mission Score wording (and intent) in the Mission Score section of this document; Mission Scores must be assigned based on the major focus of that aim.** Follow this with an overall Mission Score, which is based on the overall focus of the application. Generally, the lowest Mission Score of the aims

will correspond to the overall Mission Score. However, there needs to be a clear rationale for how the aims integrate to provide that overall Mission Score. For example, an aim focused on gene expression analysis in human clinical trial patient samples will give that aim a Mission Score of 1. (e.g., “Gene expression analysis of venetoclax-treated CLL patient samples from clinical trial [NCT number]” would be a sufficient explanation for a Mission Score of 1 for an aim). If the other aims have a Mission Score of 2, and all aims are well-integrated in a logical, scientific fashion, then the overall Mission Score will be 1. For a different example, if two aims use blood cancer cell lines and a third aim uses patient samples for most of that aim, the Mission Score will be 2 for the first two aims and 1 for the third aim. The overall Mission Score will be 1. However, if most of the aims are focused on blood cancer cell lines but there is only a sentence or two describing how results will be verified in patient samples, the Mission Score will be 2.

- The applicant-derived Mission Score will be a significant part of the review process. LLS scientific staff and the review panel will provide the final Mission Score. As long as the applicant provides a reasonable scientific explanation for the Mission Score, divergence between the LLS/reviewer-derived and the applicant-derived Mission Score will be considered a difference in opinion that will not negatively affect your application. However, divergence that is not supported by a logical scientific explanation will negatively affect your application.
- **Current or Previous LLS Fellow Awardees (if applicable): *For current or former LLS Fellows only.*** Include a description of progress you have made on your original LLS Fellow award aims or progress on LLS-approved, modified aims. Include reference to any first-author publications and/or presentations at national meetings.
- **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.
- **Description of Models, Reagents, and Trials:** Provide information on the models, reagents, and trials described in your project description. 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, 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.
- **Project Description and Data Attribution:**
  - **Data Attribution:**
    - Provide appropriate attribution for the data/figures in the Project Description and Experimental Design and Expected Outcomes sections including “data not shown.” It should be clear which data/figures were generated primarily by the applicant and which data/figures were primarily

generated by others. **These sections may only contain data/figures that were generated primarily by the applicant.**

- **Applications without appropriate and clear attribution in this section and in the Project Description will be unfavorably reviewed and may be administratively disqualified.**
- **Project Description:**
  - Follow the order in the template.
  - If your lab does not have direct and demonstrable access to materials, access should be confirmed through letters of collaboration/support from the supplier. Lack of clear access to materials may indicate feasibility issues which may negatively affect the review of your application.
  - The figure legends and the Experimental Design and Expected Outcomes section must clearly identify the model system(s) with enough description so that the reviewer understands the system. See the Description of Models, Reagents, and Trials section for more detail.
  - Applicants may ***not*** refer to any attached manuscripts for “extended data.” Any data discussed in the research project must be a figure, a citation referring to a published paper, labeled as “manuscript under review” or “data not shown.”
  - Applications that appear to include writing and figures directly from their Sponsor’s prior grant submissions will be unfavorably reviewed; the exception are figures in the Background section of the application template.
- **References:** Refer to the application template.
- **Applicant’s First 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 the proposed 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 Special Fellow Award is funded, you must also indicate whether other award notices occur for grants/awards that may overlap or conflict with the Special Fellow Award.
- **Sponsor Mentor Table:** The Sponsor should complete this table.
- **Budget:** Please see details on the application template.
- **Signature Page:** Please ensure all signatures requested are complete.

**\* Applicant’s First Author Publications**

Using the *Blood* citation format, list all first author publications.

**Include:**

- First-author publications, including multiple first author publications (first 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 first author
- Non primary research-oriented publications (reviews, perspectives, etc.)
- Methods papers
- Conference presentations
- Manuscripts submitted or 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 first authorship, but the manuscript does not indicate first authorship, co/dual first 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 which publications the applicant is the first author on.** Publications submitted and under review should be indicated on the biosketch. An eRA Commons User Name is not required. Do **not** use the postdoctoral fellowship version. Do **not** include undergraduate/graduate courses and their associated grades.

### **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'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. An eRA Commons User Name is not required.

### **Sponsor's NIH Other Support Document**

Use the most recent the 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 be signed and on institutional letterhead and must contain the following:

- Description of the applicant's position and how the applicant's research is integrated in the overall laboratory.
- Brief description of how much of the application was written by the applicant; this should include certification that the Previous Work/Preliminary Data and Experimental Design and Expected Outcomes sections of the application include **only** data generated primarily by the applicant.
- The Sponsor's experience in mentorship, which summarizes the information contained in the Sponsor Mentor Table.
- In recent years, LLS has updated the CDP criteria to become more Mission-driven. Therefore, if a Sponsor has formerly been involved with a CDP award and this is mentioned in the Sponsor Letter, the Sponsor must briefly describe how that CDP funding directly impacted our understanding of blood cancer and/or impacted blood cancer patients.
- Source of funding for the applicant's research.
- Training plan to develop the applicant into an independent researcher, clinician, or other professional **whose major function will be to directly or indirectly enhance the lives of blood cancer patients. This is an integral component of the review process.**
- Sponsor signature.

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

### **Collaboration/Support Letters (Required where applicable)**

When there are significant collaborations, letters of support are required. 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 proposed research, 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. **Full approval must be obtained by the award start date.**

### **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 (or co-first author) on the manuscript
- 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 LLS at [researchprograms@lls.org](mailto: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](mailto: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](mailto: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](mailto:researchprograms@lls.org):
  - Complete list of authors as they appear on the accepted manuscript with your name in bold
  - 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)