



Specialized Center of Research

Guidelines & Instructions

Letter of Intent & Full Application

**Effective dates:
October 1, 2022 - July 30, 2023**



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Key Points

- It is highly recommended to access the LLS Research Portal, Fluxx, at <https://lls.fluxx.io> to begin the application process well in advance of any deadlines.
- It is recommended that final submissions at each stage (letter of intent/full application) be completed well before the deadline.
- No aspects of the application, except regulatory approvals, will be accepted past the deadline.
- All components of the application must be presented in the order indicated in these guidelines.
- All formatting must adhere to the policy stated in this document.
- Completion of several steps in the process initiates auto generated emails sent from the [LLS Research Portal](#). LLS staff may also send emails during the application process. Spam filters should be monitored for these emails.
- Contact researchprograms@lls.org if expected emails are not received by the times indicated in these guidelines or if you have questions not clarified in this document.
- The deadlines stated in the [Key Dates](#) section are strictly enforced. No exceptions are made to this policy.
- Please do not attach documents to the application that are not specifically called for such as papers in press or published papers. The application may be administratively disqualified if this rule is violated.



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 Specialized Center of Research (SCOR) Award

LLS's Specialized Center of Research (SCOR) grant program is intended to bring together established investigators from one or several institutions to develop a focused research program, foster new interactions and cooperation, and enhance interdisciplinary research among the participants. The overall goal of this mechanism is to enhance the development of innovative strategies for the treatment, diagnosis, or prevention of hematological malignancies. Strategies that move discoveries from the bench to the clinic are of high importance as are integrated translational projects.

A major emphasis in the SCOR grant program is on clinical translation of scientific results. Ideally, a SCOR application will propose a combination of basic and translational laboratory research that will lead to eventual clinical translation. There should be clear and direct "bench to bedside" translational trajectory from one or more of the Projects in the SCOR. It is important to note that the inclusion of a clinical trial in and of itself may not satisfy this requirement. Any clinical translation must be a coherent and integrated extension of other SCOR activities, and there should be substantive interactions and synergy between clinical trials and more basic or early translational Projects in the SCOR.

Each SCOR is comprised of 3-5 scientific Projects, 2-5 supportive Cores, including an administrative Core. There must be objective evidence of interdisciplinary research and the potential for synergism by linking the various Projects and Cores into a SCOR team. The quality and significance of the Projects and Cores and the enhanced productivity that is likely to be achieved by linking investigators are primary determinants of funding decisions. A SCOR team will be judged as a unit and funding will not be available for otherwise meritorious but non-synergistic parts of an application.

The maximum total award is \$5,000,000. The maximal total annual award is \$1,000,000.00 for each year of the five-year grant. The maximum annual indirect cost is \$150,000 (15% of total annual costs). You may claim less than 15% of the indirect costs and apply those costs to the direct costs. The SCOR Director has the authority to budget these funds among the various Projects and Cores.



Post-Award Management

Milestones and Deliverables

Projected milestones and deliverables to be achieved on a quarterly basis are required of awarded SCORs. As soon as the funding decision is made, LLS will contact the SCOR Director to initiate a discussion on milestones and deliverables. These milestones and deliverables will serve as the foundation for the annual assessment and should be brief statements related to the specific aims in your proposal. Both parties will need to agree to the final wording of the milestones and deliverables. These are due by the contract due date.

Lay Description

Lay descriptions will be required of those selected for funding following Award notification. ***The lay description is essential for LLS to continue successful fundraising to support our current and future grantees.*** Thus, a well-written lay description suitable for the general public is required post-award notification. After the funding decision has been made, LLS will contact the SCOR Director regarding lay description submission. Wording modifications may be asked for in cases where LLS determines that improvements are warranted. ***Lay descriptions acceptable to both the SCOR Director and LLS staff are due prior to the start of funding.***

Professional Headshot and Biography for the SCOR Director

LLS requires submission of a photo (head shot) and brief biographical paragraph about the SCOR Director. These materials will be used for publicity and fundraising purposes and displayed on the LLS website. ***The photo and bio are due prior to the start of funding.***

Site Visits

Annual Site Visits will occur around the anniversary of the grant start date. LLS Research staff and external reviewers will visit the SCOR Director and members of the SCOR team. The SCOR Director, Project Leaders, and Core Leaders must be present. The SCOR team will present an overview of the progress made in the prior year in relation to the aims of the SCOR and the milestones/deliverables agreed upon. Any problems encountered should be discussed and any changes from the original aims should be justified. Prior to or at the conclusion of the site visit, the SCOR Director must provide LLS Research staff with copies of progress presentation materials (PowerPoint decks or PDF documents) which must include descriptions of proposed goals/milestones for the upcoming grant year.



Annual Assessment

After the annual Site Visit, LLS staff and the external reviewers will assess the progress made and the quality of synergistic activity of the SCOR. From this evaluation, a recommendation will be made as to the level of continued funding. In the case of well-integrated and productive teams, the funding will remain the same. In the unlikely event that progress is not sufficient, remedial actions will be discussed with the SCOR Director; such actions might include changes in project aims or scope and/or a reduction in future funding. After this assessment, the Committee will work with the SCOR Director to establish milestones for the coming year. The outcome from the Annual Assessment will be communicated to the SCOR Director within 60 days of the Site Visit.

SCOR Project Replacement Policy

LLS will enforce its policy regarding underperforming Projects/Cores. All Projects/Cores within a SCOR program are meant to contribute substantially to the overall program goals and synergize with other SCOR components. If a Project or Core becomes unviable or unproductive, the SCOR Director must notify LLS within two weeks of this determination. Alternatively, if LLS staff judge a Project/Core to be no longer viable, they will notify the SCOR Director. LLS staff will determine whether LLS Mission goals will be best served by substituting a replacement Project/Core for the terminated one or by continuing support of the SCOR program with one fewer component Project/Core.

LLS staff and outside advisors will review replacement Project/Core proposals submitted by the SCOR Director to determine if replacement is a viable option. If a replacement Project/Core is determined to be a viable option, that Project/Core will be funded at an appropriate level that may be the same or less than the funding for the prior Project/Core.

If a Project/Core is terminated and there is no viable replacement, LLS will determine whether the funding previously allocated to the terminated Project/Core will be distributed to the remaining Projects/Cores, or whether funding for that project will be terminated, reducing the overall SCOR budget and grant award.

Annual SCOR Progress Meeting

Each year, there is a mandatory Progress Meeting for representatives from all currently funded SCOR teams. Travel to and from this meeting should be factored into the yearly travel budget of the SCOR.

Annual Reports

Financial, Intellectual Property, Conflicts and Other Disclosures, and Progress Reports are due annually while Publications Reports are due quarterly. The Progress Report will contain a summary of the year's research and is essential for staff evaluation of progress and for donor development activities. Release of payment is contingent on submitting satisfactory reports.



SCOR Team Meetings

A key element of a SCOR is the integration of the various Projects and Cores. Therefore, an essential component to the success of a SCOR program is regular interaction of the SCOR team. SCOR teams should meet via teleconference or in person at least quarterly to discuss SCOR progress and planning.



Who Can Apply?

Citizenship

LLS welcomes applications worldwide from appropriate not-for-profit academic institutions and investigators of any nationality.

General Eligibility

Applicants must hold a PhD, MD, DVM, or equivalent degree and must be affiliated with a non-profit Institution at the time funding commences and for the duration of the award. Applications may involve multiple institutions.

Leadership

The SCOR is led by an overall Principal Investigator, called the SCOR Director, who is responsible for writing and submitting the application. The SCOR Director of a funded SCOR is also responsible for the disbursement of funds to the various Projects/Cores, the conduct of the Projects and Cores, and adherence with LLS policy. Each Project/Core is led by a Project Leader/Core Leader, who is responsible for the management of that Project or Core. **There must be at least three but no more than five Projects. There must be at least two scientific Cores and one administrative Core but no more than five Cores in total.**

Modifications to leadership of approved LOIs and funded SCORs must be approved by LLS.

Leadership Limitations

SCOR Director

- May only submit one application as a SCOR Director
- May be the SCOR Director on only one active SCOR
- Current SCOR grantees may submit an application if their current SCOR funding ends in 2022 or 2023
- May be the Project Leader on one other SCOR application submitted per cycle
- Must be a Project Leader on one proposed Project
- Cannot be a Project Leader on more than one proposed Project
- May or may not be a Core Leader

Project Leader(s)

- One Project Leader must be the SCOR Director
- May not be a Project Leader on more than one Project in a SCOR
- May be the Project Leader on a maximum of two Projects on separate SCOR applications submitted per cycle
- May have a Project Co-Leader



Project Co-Leader(s)

- May be a co-Project Leader and/or Project Leader on a maximum of two Projects on separate SCOR applications submitted per cycle

Core Leader(s)

- May be a Core Leader on no more than one Core for any one SCOR application submitted per cycle
- May not be a Core Leader on more than two separate SCOR applications submitted per cycle
- May or may not be a SCOR Director

The Projects and Cores may be at the same institution or at different institutions. Either the demonstrated synergy or the potential synergy of the SCOR components will be a critical part of the review process.

LLS's budget is not set until later in the year; therefore, LLS cannot fully commit to the number of SCORs that will be funded in 2023.

Project Overlap and Multiple Submissions

You may apply to more than one grant program during an application cycle if the aims do not substantially overlap with the aims of any other application across all programs. In addition, you may have the same investigator(s) as PI(s), Co-I(s), Project or Core Leaders, or collaborator(s) on a different project provided the aims differ. All such duplicate grant proposal submissions with substantially overlapping aims are subject to administrative disqualification, and such proposals will not be reviewed further or considered for funding. Contact researchprograms@lls.org with any questions about this policy or to discuss with LLS scientific staff any questions concerning potential overlap between applications.

Application Process

The SCOR application process consists of two parts: the Letter of Intent and Full Application.

Letter of Intent

The LOI presents a description of the overall scientific problem and the integration of the various Projects and supporting Cores. In addition, the LOI has abstracts for each Project and Core, as well as NIH biosketches for each Project and Core Leader/co-Leader.

The LOI stage is a competitive step that is reviewed by an independent and voluntary expert panel. Therefore, it is critical to have a well-thought out and well-



presented LOI to enhance the chances of a favorable review. Changes to submitted LOIs are not allowed.

Please follow the prompts in the [LLS Research Portal \(https://lls.fluxx.io/\)](https://lls.fluxx.io/) regarding LOI components. In the SCOR Scientific Statement, describe the direct near-term clinical translatability of your SCOR. Ideally “near-term” refers to the 5-year SCOR funding period or soon after. Preference will be given to those whose SCOR directly facilitates the clinical translation of SCOR scientific progress.

The LOI is reviewed for responsiveness to the goals of the SCOR, and include:

- **qualifications of the SCOR Director and Leaders**
- **significance of the research to blood cancer**
- **quality of each Project and Core**
- **the likelihood of synergy among the Projects**
- **the significance of each Core to multiple Projects**
- **the likelihood of near-term clinical translation**

The review panel determines which LOIs will be invited to submit a Full Application. Historically, approximately 1/3 are invited to submit a Full Application.

Full Application

The Full Application is a more complete description of the SCOR. There should be no changes to the original intent, aims, or leadership between the LOI and the Full Application.

Full Applications are reviewed by an independent and voluntary expert panel. Full Applications will be assigned a Priority Score. The Priority Score follows the NIH 1-9 scoring system using the criteria listed in the [Review Criteria](#) section.

If there is a person that you would like excluded from reviewing your LOI and/or Full Application, please email researchprograms@lls.org no later than the LOI deadline of December 2, 2022. LLS will make every effort to accommodate these requests but cannot guarantee such exclusion(s).

Review Criteria

1. The **Priority Score** follows the NIH formula (with values between 1-9) using the criteria below to evaluate the quality of the proposal. This score reflects the SCOR proposal as a unit and is not based on any individual project in isolation.



- The significance of the proposed research to the diagnosis, treatment, or prevention of hematologic malignancies and/or relevant premalignant conditions.
- The qualifications of the SCOR Director and Project/Core Leaders.
- The synergy that will likely result from the interactions of the Projects and Cores; **it is critical that the SCOR be more than a collection of high-quality Projects/Cores-these must be weaved together with a common theme with clear interactions between them that should result in synergy.**
- The quality of the Cores and their ability to support multiple projects; the Cores should not be research oriented as the Projects are. Appropriate Cores may be animal modeling, sequencing/informatics, clinical trial support, etc.
- The perceived feasibility of the proposed experimental and investigative approaches.
- The likelihood that the research findings will lead to eventual clinical application, ideally within the period of SCOR funding or soon after the funding period.
- The quality of the resources and environment.
- The alignment of the quality of and access to patient populations and/or patient specimens with the research plan (where applicable).
- The clarity of thought and presentation, including an adequate number of figures that clearly present the data. **Each Project must have a minimum of three figures.**
- If the SCOR Director has previously held, or currently holds a SCOR as the SCOR Director, the applicant must describe how SCOR funding has contributed to their scientific/clinical productivity.



Key Dates

	Date	Time
Call for Proposals	October 2022	
Letter of Intent Deadline	December 2, 2022	3:00 PM EST
Notifications of Full Application Invite	January 13, 2023	
Full Application Deadline	March 27, 2023	3:00 PM EDT
Notification of Awards	August 2023	
LLS's receipt of signed Funding Agreement and Milestones and Deliverables	September 1, 2023	
Funding Start Date	October 1, 2023	

**LLS's non-negotiable Funding 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.

It is highly recommended that submissions are done *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 new submissions after the deadline has passed.

General Application Instructions

All submissions must use the LLS Research Portal, Fluxx, at <https://lls.fluxx.io>. It is recommended that you familiarize yourself with this portal well in advance of any deadlines.

Registration

Both the applicant and institution must be registered in the [LLS Research Portal](#). If you have applied to LLS in the past, you do not need to create a first-time registration. Simply log in with your username and 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. Once updated, the applicant can begin the LOI. If you are a first-time user to the LLS Research Portal, please complete the intake



form located at this link: [Account Creation Request](#) so an account can be created for you. Only LLS staff members have administrative permission to create new accounts.

Institutional Designation

Applicants should create their profile from the standpoint of where they will perform their research described in the application. The applicant must indicate the name of the institution as well as the name of the signing officials for that institution. If your institution is not displayed as an option under this field of the application, you may contact researchprograms@lls.org to have it registered in the system.

Data Entry

Both the LOI and the full application may be accessed and changed multiple times as needed prior to the submission deadline. However, neither the LOI nor the full application can be changed once the respective deadlines have passed or the final application has been submitted. Moreover, some fields may not be modified in the full application following submission of the LOI.

Forms and Format

Applicants will provide information on the LLS Research Portal at the LOI phase; there is no other template necessary at this phase. For the full application phase, a template will be provided on the LLS Research Portal. All information must be typed in English using commonly accepted grammar and punctuation. Some information will be captured when applicants populate fields on the LLS Research Portal. Fields in bold are required. Margins are preset in the template and must remain as set. All applicants must use single-spaced Arial, size 11 font. The applicant's name should be typed in the upper right corner of each page of the template. Failure to use the provided template or to adhere to font size, spacing, margins, and/or page limitations will result in the disqualification of the application. In addition, applicants must adhere to character or space limitations.

Contacting LLS

Questions that are not clarified in this document, on the [SCOR Grant Program webpage](#), or the [LLS Research Portal](#) should be addressed to researchprograms@lls.org.

Beginning an Application

The application will be completed in two phases: Letter of Intent and Full Application. Below are step-by-step instructions for applying:

- 1) Read these Guidelines & Instructions in full and familiarize yourself with the [LLS Research Portal](#).
- 2) Log into the [LLS Research Portal](#), and under "Information" in the left navigation bar, select SCOR Grant Program. Click "Apply to SCOR!" to begin the application process (well ahead of the deadline).



- 3) Click “Edit” and follow the instructions for each web form field. Bold font indicates required information.
 - Character limits include spaces. Character and other length limits are strictly enforced on the web form and the uploaded project description template. If character limits are not adhered to, the application may be disqualified.
 - 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 before the deadline).
- 4) Once your LOI is submitted, you will receive an automated confirmation email within two business days from the [LLS Research Portal](#). Consider that these emails may end up in your spam filter.
- 5) If your LOI is selected, you will have access to the full application. Click on your request, found in *New or Pending*, to continue with your application.
- 6) Please carefully follow the instructions on the [LLS Research Portal](#) and this document. Full applications require completion of both the web form and the application template, which should be downloaded from the *Project and Supporting Documentation* section of the [LLS Research Portal](#). **Failure to follow all application instructions may result in administrative disqualification of your application.**
- 7) Submit your full application through the [LLS Research Portal](#) prior to the full application deadline. **We strongly recommend submitting at least 1 week in advance of the deadline, as site traffic on the day of and days leading up to the deadline will be heavy.**
 - Contact researchprograms@lls.org with any questions about the application phases that are not addressed in the LLS Research Portal, the FAQ, or this document.

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

At any time during the application process, including after submitting your full application, you can check the status of your application by logging into 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.



Letter of Intent Phase Instructions

Each applicant must submit the LOI using the webform available on the [LLS Research Portal](#). There is no LOI template available for download and the LOI must be typed or copied/pasted directly into the respective text fields. Only characters available in the standard Latin alphabet may be used, and no images nor references are allowed.

The applicant should carefully craft the information requested in the LOI as this information is automatically populated into the full application and is subject to the Changes clause listed below.

The deadline is **December 2, 2022, at 3:00pm ET**, or the following business day if this date falls on a weekend or a U.S. holiday. If the LOI is approved, the applicant will be notified by an automated email from LLS Research Portal stating that he/she/they may proceed to the full application phase. Applicants may also check the status of their LOI on the LLS Research Portal.

Organization Information

Institution: Indicate the name of the institution where the research will be performed. If this institution is not listed, please contact researchprograms@lls.org.

SCOR Director: The SCOR Director is the applicant who typically has the academic title assistant/associate or (full) professor. If the academic title does not follow this convention, please upload a letter from the institution verifying eligibility to serve as a (PI). The following criteria must be satisfied: an independent investigator is defined as a scientist who has dedicated laboratory space, directly hires and supervises laboratory personnel (technicians, graduate students, postdocs, and staff scientists), and makes all decisions concerning research activities and use of the grant funds.

Institutional Signing Official (ISO): The ISO is the institutional representative responsible for signing and agreeing to the accuracy of the application and the terms of the award, should the application be selected for funding.

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

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

Technology/Transfer Official (TTO): The TTO is the institutional representative responsible for overseeing Intellectual Property.



Additional Contact (Assistant): This is optional and may be a personal representative of the SCOR Director, such as an administrator, an assistant, or a laboratory manager to be used as an additional point of contact, typically in the post-award phase. The Additional Contact will not have access to the application in Fluxx.

Zip Code of the Institution: Enter the zip code of the institution if located within the United States. You will need to select the zip code from the drop-down menu to ensure it is captured in the zip code field. If not located within the US, this can be left blank.

Grant Information

SCOR Title

150-character limit including spaces.

Previous Submission

Indicate whether this proposal (or a similar one) was submitted to LLS by the SCOR Director or a Project Leader previously (5,000-character limit including spaces).

Program Summary

Provide a short summary for the entire project in lay language (500-character limit including spaces).

Collaborator Information

Indicate any personnel, outside of your institution, with whom you have a significant and current interaction regarding your project (List up to 5 people only).

SCOR Components

Projects

Provide the title, Project Leader(s) and Institution of the Project Leader(s) of each Project. **There must be at least three but no more than five Projects.** See [Leadership](#) under the [Who Can Apply](#) section.

Cores

Provide the title, Core Leader(s) and Institution of the Core Leader(s) of each Core. **There must be a minimum of two scientific Cores and one Administrative Core. There can be no more than five Cores. Cores should not be research-oriented, as they serve supportive functions.** See [Leadership](#) under the [Who Can Apply](#) section.

SCOR Scientific Statement

The SCOR Director should provide an overview of the SCOR. Describe the overall proposed research and a brief overview of each Project and Core. Discuss the interactions between the components that will create synergy. Discuss plans for clinical translation of findings. Scientific/Greek characters or symbols must not be used (6,000-character limit including spaces).



Project and Core Details

Project Details

Provide a brief description, including the specific aims and anticipated results for each Project. Scientific/Greek characters or symbols must not be used (1,500-character limit including spaces).

Core Details

Provide a brief description for each Core and the role each plays in the various Projects and the overall SCOR. Scientific/Greek characters or symbols must not be used (1,500-character limit including spaces).

Biosketches and Other Support

All Project Leaders and Core Leaders must provide a biosketch using the current NIH format and include the NIH Other Support form. ERA Commons username is not required. The Other Support section must contain all current and pending support from any source. As per the NIH format, the goals of each grant must be stated. In addition, specific aims must be listed for current and pending grants. This includes any grants or portions of grants submitted to any organization, including LLS.

If funding decisions about potentially overlapping, pending grants become available following submission of an LLS application, LLS must be notified within five business days of the applicant's receipt of that information.

LLS recognizes that some investigations, particularly those involving clinical trials, may require multiple funding sources, so overlap of specific aims with another grant may be appropriate and acceptable. The need for and details about such overlap should be clearly explained in the application. However, LLS will consider an applicant's other current grant support in its funding decisions. This may result in LLS funding only part of the grant or none of the grant, depending on the level of overlap. In addition, LLS reserves the right to adjust the level of funding of an awarded grant should another overlapping or potentially overlapping grant that was pending at the time of grant submission be awarded to the applicant.

Failure to abide by LLS's rules on disclosure of current or pending support may jeopardize the funding of the current grant application and may affect future LLS funding decisions.

Upload all biosketches and Other Support forms to the Project and Supporting Documentation section of the [LLS Research Portal](#) as one single PDF file.

Submission of the LOI: Each applicant must submit the LOI by **December 2, 2022, at 3:00 pm ET** via the [LLS Research Portal](#), or the following business day if this date falls on a weekend or a U.S. holiday. After clicking the "Submit" button, the applicant will receive an email from the LLS Research Portal stating that the LOI was successfully submitted. If you did not receive the confirmation email from the LLS Research Portal within two business days of LOI submission, please e-mail researchprograms@lls.org. Signatures of the applicant and institution officials are not required for submission of the LOI.



Changes: Information collected in the LOI will automatically populate fields in the full application. Once submitted, changes may only be made after receiving prior approval from LLS. The applicant must email LLS (researchprograms@lls.org) requesting any change and identifying the elements to be changed. Any changes made without the prior approval of LLS may result in the disqualification of the application.

Only the following changes are allowed post-submission:

- 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 have been accepted for publication; the following must be provided:
 - list of authors
 - title
 - journal
 - a copy of the letter from the journal
- Change of institution of key personnel and/or changes of key personnel resulting from a new hiring

Please email these updates to researchprograms@lls.org.

Review and Notification

The independent and voluntary expert panel will review LOIs. LLS will notify applicants via email if the LOI is accepted for Full Application submission. See [Key Dates](#).

Full Application Phase Instructions

Each Invited applicant must submit a full application by **March 27, 2023, at 3:00 pm ET** via the **LLS Research Portal** at <https://lls.fluxx.io> or the following business day if this date falls on a weekend or a U.S. holiday. Most sections of the full application will carry through from the LOI Phase. Information that carries through must not be modified; changes cannot be made to the LOI components after the LOI Phase deadline. The remainder of the full application consists of web form components and elements to be uploaded as a **single PDF**.

All sections in the full application template must use **Arial 11-point font**. Margins are pre-set and must not be changed.



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

The application template consists of the following sections:

1. **Cover Page (see template for detailed instructions)**
2. **Public Grant Information:** If awarded, information from this section may be displayed on LLS.org for the duration of the award.
3. **Brief Biography (Program Director/PI Only) –** Provide a brief biography on the Fluxx webform in lay language (1,000 characters including spaces).
4. **Graphical Abstract:** Provide one or two graphical abstract(s) to succinctly describe the organization and key focus/themes of your proposed SCOR program. This graphical abstract provides reviewers with a quick overview of your research plan. This is similar to the graphical abstract in a Cancer Cell paper. Limited to one (1) page.
5. **Previous SCOR productivity** (see template for detailed instructions)
6. **SCOR Justification and Major Resources** (see template for detailed instructions)
7. **Projects** (see template for detailed instructions)
8. **Cores** (see template for detailed instructions)
9. **Appendix** that includes the following (in this order):
 - **Organizational Assurances (Required)** (signed copies from appropriate institutional representatives are to be uploaded in addition to the information provided in the “Assurances” section of the web form)
 - **Human Subjects:** Indicate if human subjects will be involved in the proposed research. The status (approved, pending or exempt) of IRB approval must be provided. 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. 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) 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
- **Letters of support or collaboration**
- **Clinical protocols (required where applicable)**
 - Provide up to a two-page summary of clinical protocols essential to the proposed research with a link to the full protocol. Include approval date and compliance number. Indicate if IRB approval is pending. Provide information as a figure or a narrative regarding timelines for any clinical trials (ongoing or future).
 - **Up to 2 manuscripts that are not yet available on PubMed** may be provided for each Project

10. Budget

The Detailed Budget and Budget Justification sections should provide itemized detail for each major category for each year of the program. Complete all totals and subtotals. Enter the information on the web form and on the budget template. Payments are made to the SCOR Director's Institution, and it is the responsibility of the SCOR Director to divide funds among participating institutions. The maximal total annual award is \$1,000,000.00 for each year of the five-year grant. The maximum annual indirect cost is \$150,000.00 (15% of total annual costs). You may claim less than 15% of the indirect costs and apply those costs to the direct costs.

- **Use of Funds:** The funds must be used for research-related costs while overhead/indirect costs strictly should be kept at a minimum as further described below.
- **Permissible Direct Costs** include the following with the specified limitations:



- 1) Personnel expenses including salary, wage or stipend, and fringe benefits
- 2) Other Direct Costs
 - Consultant costs
 - Equipment purchase requests must identify each item and how it relates to the SCOR*
 - Supplies and materials requests should be itemized by category*
 - Travel Expense requests cannot exceed \$10,000 per year of the award
 - Patient-associated costs
 - Other direct costs

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

- **Permissible Indirect Costs** (often referred to as Institutional overhead, IDC, M&A, G&A or pooled costs) are those costs incurred for common or joint objectives that cannot be readily identified with a particular project (general maintenance, utilities, library, etc.) as defined in Office of Management and Budget Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Indirect costs are limited to 15% of total costs requested.
- **Impermissible Costs** include (but are not limited to) membership dues, tuition, books, journals, and publication costs.

11. **Signature Page:** Provide all requested signatures.

Upload the Full Application components, as a single PDF, in the “Project and Supporting Documentation” section on the LLS Research Portal.

All uploaded documents must be combined into a single PDF in the order listed above. 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.**

Only one application 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. Biosketches from the LOI phase are acceptable to keep.



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.***

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. The solution to this problem is very simple and in the hands of the applicant:

- **Check your application prior to final submission.**
- **Submit well ahead of the deadline.**

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 have been accepted for publication.** The following must be provided:
 - list of authors
 - title
 - journal
 - a copy of the letter from the journal
- **Change of institution of key personnel and/or changes of key personnel resulting from a new hiring**

Please email these updates to researchprograms@lls.org. Any other questions regarding the submission process should be emailed to this address as well.