



Career Development Program
Guidelines & Instructions

Scholar in Clinical Research

**Effective dates:
May 1, 2019 - April 30, 2020**

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What's New for 2019-2020

Starting this award cycle, applicants who previously held a career development-type award of any amount and duration are eligible to apply for a CDP award. Continuing with recent policy, applicants who currently hold a career development-type award that is lower in total award amount than the CDP award are allowed to apply.

The Leukemia & Lymphoma Society is honoring those CDP awardees ending in 2019 who have done the most impactful work. One Scholar/Scholar in Clinical Research awardee will be honored with the **CDP Achievement Award**, which includes \$50,000 for Mission-relevant, but otherwise unrestricted use (in an academic setting). This high honor will be given to the Scholar/Scholar in Clinical Research awardee who has had the three most impactful publications of direct relevance to blood cancer over the course of their funding period. An absolute requirement for consideration is that those publications must acknowledge support of The Leukemia & Lymphoma Society. Since we consider a CDP awardee to always be an awardee while funded, *all* publications should acknowledge our support, regardless of the aims stated in the original application*. Though not guaranteed, we hope to continue the CDP Achievement Awards indefinitely.

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

The Leukemia & Lymphoma Society is implementing a new rule regarding overlapping aims in grant proposals submitted to LLS. This policy applies to proposals submitted within the same application cycle, which is defined as all LLS calls for proposals – across all grant programs – that open within the same calendar year. An application to any LLS grant program may not have aims that substantially overlap with the aims of any other application (either to the same program or to a different program) that includes the same investigator(s) as PI(s), Co-I(s), Project or Core Leaders, or collaborator(s). 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.

2019 - 2020 Update: Application Compliance

In recent years, approximately 10-15% of all applications had serious administrative/structural flaws. These include non-adherence to page numbers, font size, or missing sections (e.g. a Sponsor Letter or Biosketch). Applications with such flaws run the risk of administrative triage.

In the 2018-2019 award cycle, more than 27% of eligibility requests were rejected. Because of this, the eligibility process has changed with the goal of reducing the number of eligibility rejections. The number of times a rejected applicant can re-submit an eligibility request in any one cycle has also been reduced. To avoid eligibility rejection, read these Guidelines & Instructions carefully and fill out the eligibility form completely.

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

Recent Changes to the Scholar in Clinical Research Award

Significant changes to the Scholar in Clinical Research Award were made starting in the 2017-2018 cycle. See the Description of CDP Scholar in Clinical Research Award and Eligibility sections for more details.

Scholar in Clinical Research applicants must have significant clinical duties. Their research must relate to their clinical activities and the research must involve direct patient contact. This usually involves investigator-initiated clinical trials, but in some cases may involve other clinically-related research involving patients. **Investigators who are primarily laboratory-based, and/or who are working on primarily blood cancer model systems rather than patients, are not eligible for the Scholar in Clinical Research Award, and should consider the Scholar Award.**

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 CDP Scholar in Clinical Research 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 cancer, as well as the development of treatment and prevention options that will ultimately lead to cures for blood cancer patients. Scholar in Clinical Research applicants are primarily clinical researchers; those who are primarily basic/translational researchers should apply in the Scholar subcategory.

CDP funding is for the Applicant's salary, but a portion may also be allocated for salary of others who are directly involved in assisting the clinical research. Salary may be supplemented by funds from other appropriate sources as determined by the Grantee's Sponsoring Institution. Support for research-associated costs must be provided by another source.

The **Scholar in Clinical Research** Award is for 5 years. The maximum award per year is \$125,000 and includes the salary and fringe benefits for the Applicant and an assistant. Any assistant supported by this award must have a direct role in the research. Indirect costs may be included and cannot exceed 5% of the total direct costs requested in the proposal. Expenditures for laboratory costs/equipment, travel, etc. are not permitted. ***The awarded value will be limited to the amount requested in the submitted proposal.*** It is anticipated that the proposed research will occupy a majority of the applicant's research time, however there are no requirements for a certain percent effort in our budget template.

Eligibility

Scholar in Clinical Research applicants must...

- Have a Sponsor who will attest to institutional support for the applicant. An appropriate Sponsor may be a department head, chief of service, or program chair.
- Be an independent investigator of at least an Assistant Professor position or equivalent; this includes any permanent, independent clinical faculty who are not on a laboratory-based, tenure-track career path (see [Experience/eligibility clock](#)).
- **Have clinical training in blood cancer.**
- Have adequate funding to support the proposed research (see [Research Support Requirement](#)).
- Have started their *first* independent position within 10 years of the time of review (see [Experience/eligibility clock](#)).
- Have protected time for research after the funding start date in the range of 20-40%. Deviations from this may be allowed and will be determined on a case by case basis by LLS staff. If an investigator is more laboratory-based than clinic-based, they cannot apply for this award; they should consider the Scholar subcategory.
- **Be performing clinical research involving patients (generally clinical trials), which is related to their clinical duties.**

Citizenship

LLS welcomes applications from both US citizens and non-citizens, as well as applicants who are performing research outside the U.S.

Degree and Training

Applicants must hold a PhD, MD, DVM, or equivalent degree. All Scholar in Clinical Research applicants must have formal clinical training in blood cancer.

Eligibility Outline for 2019-2020 Application Cycle

	Scholar	Scholar in Clinical Research	Special Fellow (2-year)	Special Fellow (3-year)	Fellow
Degree*	MD, PhD, DVM, or equivalent	MD, PhD, DVM, or equivalent	MD, PhD, DVM, or equivalent	MD, PhD, DVM, or equivalent	MD, PhD, DVM, or equivalent
Oral thesis defense date**	N/A	N/A	On or after June 30, 2015	On or after June 30, 2016	On or after June 30, 2017

	Scholar	Scholar in Clinical Research	Special Fellow (2-year)	Special Fellow (3-year)	Fellow
Independent faculty position required?***	Yes	Yes	No	No	No
Earliest start date of independent position***	On or after January 1, 2012	On or after January 1, 2010	N/A	N/A	N/A
Most recent start date	January 1, 2018	N/A	N/A	N/A	N/A
Applicant R01-level funding required?****	Yes	No*****	No	No	No
Sponsor R01-level funding required?*****	N/A	N/A	Yes	Yes	Yes

*For Fellows, the degree must be conferred by the Award start date of July 1, 2020

**More details are contained in the Guidelines & Instructions

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

****Substantial, peer-reviewed funding that extends beyond July 1, 2020; must be the principal investigator on this funding

*****Funding may come from any source; see the [Research Support](#) section for more details

Experience/eligibility clock

Applicants must have held an independent, faculty-level, position (or equivalent) for less than or equal to 10 years at the time of review (January 1, 2020). The present position does not need to be tenure-track but must be independent. All such positions are counted for the 10 year total. Instructor-level positions are not counted as independent for eligibility purposes. In some cases, LLS may ask for a letter from any applicable institution confirming employment start date(s). Research Assistant Professor (and similar/equivalent positions) may or may not count towards eligibility depending on the policy of the institution where that position was held. ***An explanation of these position types must be provided by the full application due date, or the full application may be administratively triaged.*** In cases where the position would not be considered independent, a letter from the institution will be required explaining their policy, but only in cases where such positions might put the applicant outside the eligibility range.

Career Trajectory

The Scholar in Clinical Research award applicant must be in the early stages of a clinical research career in blood cancer. The anticipation is that Scholar in Clinical Research awardees will eventually be leaders in clinical blood cancer research and treatment.

Institution Affiliation

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

Research Support Requirement

CDP Awards support only salary for the awardee and an assistant. Applicants must have funding for the proposed research. This funding may come from the NIH, foundations, industry, or from the applicant's institution. The presence of funding will be assessed at the eligibility phase, while the details of that funding will be assessed after full application submission. In cases where funding starts after the eligibility due date, the applicant must send evidence to researchprograms@lls.org from the funding agency of the award details (including funding agency, type, award amount, and start date). This must be received by LLS by the full application due date.

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

Application Limitations

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

Other Career Development Support

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

Transfers

The application must be designed from the standpoint of where the research will be performed. If a transfer is being considered, notify LLS as soon as possible. Since applicants are judged in part on their institutional environment, a change to a new institution may affect the review process. If a transfer is agreed upon by the applicant and a new institution after the in person review panel meeting (or if LLS is notified of such a transfer after the in person review panel meeting), the award may be re-reviewed by both LLS and select members of the review panel. If LLS staff and the review panel members agree that this move is beneficial, funding will be awarded. However, there may be cases where the award may not be funded.

Change in Applicant or Awardee's Status

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

Clinical Relevance

The proposed studies should translate new concepts in the biomedical, epidemiological, or preventative sciences into clinical practice. The research must *directly* involve patients, and generally involves investigator-initiated clinical trials. Research that is mostly laboratory-based using model systems is not appropriate for the Scholar in Clinical Research Award. Preference will be given to applicants whose research involves an early phase clinical trial of new or innovative therapies. Any proposed clinical research should be developed and implemented by the applicant. Ongoing collaborations and sponsorships of clinical research by an industry source are acceptable.

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 in order 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 described 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.

Key Publications Demonstrating Contributions to Blood Cancer

Scholar in Clinical Research applicants must provide a description of publications that best highlight their contributions to clinical blood cancer research. Three to five publications must be presented in the full application document. This information will be used to determine the qualifications of the applicant to continue with a clinical blood cancer-relevant research career.

These publications must:

- have a significant clinical component;
- have the applicant as the corresponding author on at least one publication; for less experienced applicants, two of the publications may be those on which you are the first author;
- be primary research publications.

These publications must not:

- be purely basic/translational research unless it directly relates to another clinical publication in the list;
- be review articles;
- be manuscripts that are not available online on the full application due date.

Review Process and Applicant Notification

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

Review criteria for **Scholar in Clinical Research** applications:

- Accomplishments of the applicant, including demonstrated record of clinical research engagement.
- Scientific/clinical quality of the proposal.
- Demonstrated access to patients, patient samples, drugs, etc., to demonstrate feasibility of proposed experiments.
- Clarity of presentation.
- Likelihood of the applicant becoming a leader in the clinical blood cancer research.
- The institution's support for the applicant's research program and career advancement, as demonstrated in the Sponsor Letter.

Based on these criteria, the applicant receives a Priority Score following the NIH scoring system.

After the review panel meeting, applications will be rank-ordered based on their Priority Score and those at or near the payline will be presented to LLS's oversight committees for approval. 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 grants management 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." The status change is typically made by late February/early March. Please do not call or email regarding status updates.

Key Dates

Phase	Date
Eligibility Phase: open	May 2019
Eligibility Phase: close	September 1, 2019, 3:00 PM ET
Eligibility determination by LLS staff	Rolling: May through September 8, 2019
Notification of eligibility	By September 8, 2019 (typically within 2 business days after submission)
Abstract Phase: open	Immediately after eligibility is approved
Abstract Phase: close	September 13, 2019, 3:00 PM (ET)
Full Application Phase: open	Immediately after Abstract Phase submission
Reference letters due	September 27, 2019, 3:00 PM (ET)
Full Application Phase: close	September 27, 2019, 3:00 PM (ET)
Panel Review Meeting	January 2020
Award Notification*	February/March 2020
Final version of Lay Abstract due	May 1, 2020
Award Start Date	July 1, 2020

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

The submission deadlines will be enforced. Please note that all times are Eastern Time (ET). If any date falls on a weekend or US holiday, the deadline becomes the next business day.

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; some are unable to submit because of these issues. The best way to avoid this problem is to submit every section well ahead of the deadline.

General Application Instructions

The CDP application will be completed in 3 phases: Eligibility, Abstracts, and Full Application. Below are step-by-step instructions for applying:

1. Read the Guidelines & Instructions (this document) in full.
2. Log in to the [LLS Research Portal \(lls.fluxx.io\)](https://lls.fluxx.io) and select Career Development Program. Click "Apply to CDP!" to begin the application process (well ahead of the deadline).
 - If you need a new account or need to reset your password for an existing account, contact researchprograms@lls.org.
3. Familiarize yourself with Fluxx.
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 (within two 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.
 - 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. Once you have submitted your Abstract, you may immediately begin your Full Application. Please carefully follow the instructions on the LLS Research Portal and this document. Full Applications require 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 triage of your application.**
 - Contact researchprograms@lls.org with any questions about the application that are not addressed in the LLS Research Portal or this document.
7. Reference letters 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.
8. Submit your Full Application to LLS 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.**
9. Character limitations include spaces. Character and other length limitations are strictly enforced on the web form and the uploaded project description template. 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 if you submit in error (must be at least one hour prior to before 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.

Detailed Eligibility Phase Instructions

Starting in the 2019-2020 cycle, most eligibility information will be submitted via an uploadable form. Only organizational details and general eligibility information are entered at this phase. Applicants may submit eligibility immediately after the program opens. Eligibility will be evaluated by LLS 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. If eligibility is rejected, the applicant may submit two more times if new information is provided and the eligibility deadline has not passed.

All information requested on the eligibility form must be provided.

Submission and Confirmation

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

Eligibility Review

LLS staff will review eligibility on a rolling basis. Refer to [Key Dates](#) for details. **If you have not received notification within this time frame, contact researchprograms@lls.org.**

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

During the eligibility phase, the applicant should carefully consider who will write letters of reference on their behalf and alert them of the due date for these letters (See [Letters of Reference](#) subsection in the [Detailed Abstract Phase Instructions](#)). Letters submitted past the deadline will not be accepted. It is therefore beneficial to you 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:

- Letters of Reference
- Project Information

The letter of reference information can be added as soon as the application moves to the Abstract Phase. It is recommended to complete the letters of reference 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 letters of reference section must happen prior to final submission of all Abstract Phase components.

Note: Lay abstracts are not asked for during the application process. Lay abstracts will be required of those selected for funding following Award notification. *The lay abstract is essential for LLS to continue successful fundraising to support our current and future grantees.* Thus, a well-written lay abstract suitable for the general public is required post-award.

Reference Letters

The applicant must have three 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 received by LLS by the deadline. Letters submitted past the deadline will not be accepted.

Reference Letter Policies

- Three letters are required.
- No more than four letters will be accepted.
- Two letters must be from outside the Sponsoring Institution.
- Letters are blinded to the applicant and must be uploaded directly by the writer.
- **The Sponsor Letter is separate from the letters of reference and therefore is not considered one of the three letters of reference; Sponsor information should not be provide in the letters of reference section on LLS Research Portal.**

Initiating Blind Reference Letters

The applicant must contact those who will write their references letters during the Abstract Phase.

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 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 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 two business days, email researchprograms@lls.org, and the link will be re-sent to them.

The letters will not be viewable by the applicant. However, the applicant can view the letter’s status on the Research Portal. Prior to the letter being submitted, 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 project information after completion of the initiation of blind reference letters. All information provided here must remain consistent in the full application. ***Significant divergence between information provided in this section and in the full application may negatively affect your funding chances.***

The scientific abstract should accurately reflect the actual research that you are proposing. Though putting your research in a broader context may be important, it is also important to avoid overstating your research beyond what you are actually proposing. Do not use disease names or other terms that are not directly relevant to your research. 1,500 characters maximum.

Submission and Confirmation

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

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. If requested prior to the deadline, changes may be made with LLS approval.

Email researchprograms@lls.org requesting any change and identify the elements to be changed. No changes may be made after the Abstract Phase deadline has passed. **Failure to follow this policy may result in disqualification of the application.** See the first paragraph in the Project Information section.

At this stage, the applicant should follow up with those chosen to write letters of reference 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 or prior to the deadline without LLS approval, may result in administrative triage of the full application. 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 **Times New Roman 12pt. font**, except figure legends, which may use 10pt. font. Margins are pre-set and must not be changed.

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

Two sections are required for the uploaded PDF:

Section 1: Project Description Template (downloaded from the LLS Research Portal)

The template consists of the following required elements:

a. Applicant/Institution/Project Title/Abstract

Copy and paste the title and abstract from the Abstract Phase.

b. Protected Time for Research if Awarded

List percent of time for all duties (clinical, administrative, research, etc.) should this application be funded. Briefly explain this protected time. Protected time for research after the funding start date is defined to be in the range of 20-40%. 0.5 page maximum.

c. Key Publications Demonstrating Blood Cancer Contributions

Describe 3-5 research publications that best demonstrate your contributions to the understanding of blood cancer. Do not include reviews or publications that are not available online by the full application due date. You must be the corresponding author on at least one of these publications. Use the *Blood* citation format. Follow this with a description of how each publication has impacted the clinical treatment of blood cancer patients (500 characters maximum for each description). Use Times New Roman 12pt. font.

d. Previous CDP Applications

If you have previously submitted a Scholar in Clinical Research application that was not funded, briefly describe the updates that have been incorporated into this new application.

e. Longer-Term Research Goals

Describe your longer term research goals over the next 5-10 years.

f. Project Description (11 page maximum, including figures)

The following information should be provided in this order:

- Background
- Specific Aims (including a brief description of the aims)
- Previous Work/Preliminary Data from your research, including figures*
- Experimental Design and Expected Outcomes, including figures*
- Potential Pitfalls and Alternative Approaches
- Resources and Environment; this section must include a description of access to applicable key materials and models, including patient populations, patient materials, animal models, drugs, etc.**

Use Times New Roman 12pt. font, except figure legends, which may use 10pt. font.

*Figure legends should be formatted with a font size equivalent of 10pt. or above.

*****If you do not have demonstrated access to materials, access should be confirmed through letters of collaboration/support from the supplier. Lack of clear access to materials will 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) used (e.g. patient's cancer type, cell line name, what type of cell, etc.).

g. References (5 page maximum)

Use the Blood citation format. Use Times New Roman 12pt. font.

h. Budget

The following information should be provided in the budget template (and on the web form):

- Current salary for applicant and assistant (if applicable).
- Fringe benefit expense.
- Cost of living increases should be included in all out years.

The total amount requested must not exceed \$625,000 (\$125,000/year). Should the application be funded, the total amount requested will be the amount awarded, even if the total requested amount is less than \$625,000.

i. Signature Page

This form must be completed, including the indicated signatures.

j. Access to Non-Commercially Available Reagents

Initial next to the statements certifying you will have access to all reagents necessary for the proposed research.

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.

a. Applicant's Biosketch and Other Support

Use the most recent NIH format. Include the NIH Other Support document. Publications submitted and under review may be indicated on the biosketch. An eRA Commons User Name is not required.

b. Sponsor Letter

The Sponsor Letter must contain the following:

- Description of the applicant's position.
- Description of the Sponsoring Institution's support for the applicant's research and clinical activities.
- Future plans for the applicant's career development at the Sponsoring Institution.
- Description of how the applicant's time will be divided among research and other responsibilities to the Sponsoring Institution.
- The Sponsor Letter is separate from the letters of reference; Sponsors may not write a letter of reference.

The Sponsor Letter is not blinded to the applicant.

c. Collaboration/Support Letters (Optional)

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

d. Clinical Protocol (Required where applicable)

For all clinical trials essential to proposed research, provide all full clinical protocols, preferably as a link. Also, provide a brief summary of these clinical protocols. 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

e. 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.

f. Publications (Optional)

Up to three manuscripts that are not yet available on PubMed may be provided.

h. Applicant's Corresponding Author Publications

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

Include:

- Corresponding-author publications, including multiple corresponding-author publications (corresponding-authorship must be verifiable on the manuscript)
- Research-oriented publications
- Publications that are available online by the full application due date

Do not include:

- Non-corresponding-author publications
- Non research-oriented publications (reviews, perspectives, etc.)

- Publications submitted or under review/revision
- Publications that are unavailable online by the full application due date

20% of all applications will be checked by LLS staff for accuracy. Significant deviations from publically available information may result in administrative triage. An example includes, but is not limited to, the inclusion of a publication where the applicant indicates corresponding authorship, but the manuscript does not indicate corresponding authorship, co/dual corresponding authorship, etc.

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 will result in disqualification of the application.

Submission and Confirmation

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

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

Carefully check your PDF prior to submission. If you notice problems with your PDF after you have submitted, email researchprograms@lls.org and we will help you upload the correct document if you are unable to delete the incorrect document. ***This email must be received, with the correct document, prior to the deadline.***

Check the application prior to final submission. The applicant is ultimately responsible for the submission, regardless of who actually 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 acceptance letter from the journal.
- Updates regarding any transfers to a new institution (see Transfers section in Eligibility).