



Career Development Program  
Guidelines & Instructions

**Scholar in Clinical Research**

**Effective dates:  
May 1, 2018 - April 30, 2019**

## **Table of Contents**

<a href="#">2018 - 2019 Updates</a> .....	2
<a href="#">Recent Changes to the Scholar in Clinical Research Award</a> .....	2
<a href="#">About The Leukemia &amp; Lymphoma Society, Inc.</a> .....	2
<a href="#">Description of the CDP Scholar in Clinical Research Award</a> .....	2
<a href="#">Eligibility</a> .....	3
<a href="#">Clinical Relevance</a> .....	4
<a href="#">Review Process &amp; Applicant Notification</a> .....	5
<a href="#">Key Dates</a> .....	6
<a href="#">General Application Instructions</a> .....	7
<a href="#">Detailed Eligibility Phase Instructions</a> .....	8
<a href="#">Detailed Abstract Phase Instructions</a> .....	8
<a href="#">Detailed Full Application Phase Instructions</a> .....	10
<a href="#">Additional Tips for Applying</a> .....	11

## **2018 - 2019 Update: Application Compliance**

In recent years, approximately 10-15% of all applications have 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. ***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, and their research must relate to their clinical activities. This usually involves investigator-initiated clinical trials, but in some cases may involve other clinically-related research involving patients (for example, epidemiological studies). **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.

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](#)).
- not have, nor have had, other career development support that has a higher total award amount than a Scholar in Clinical Research Award.
- have started their *first* independent position within 10 years of the time of review (see [Experience/eligibility clock](#)).
- protected time for research is defined to be 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 CDP 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**

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

### **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, 2019). 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 they 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 documentation demonstrating 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 the blood cancer relevance of that funding will be assessed after full application submission.

**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.

### **Transfers**

The application must be designed from the standpoint of where the research will be performed. If a transfer is being considered, notify The Leukemia & Lymphoma Society 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 The Leukemia & Lymphoma Society is notified of such a transfer after the in person review panel meeting), the award may be re-reviewed by both The Leukemia & Lymphoma Society 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.

## **Clinical Relevance**

The proposed studies should translate new concepts in the biomedical, epidemiological, or preventative sciences into clinical practice. The research must 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.**

## **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 translation of 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. Applicants will be notified of the final decision on their application by late February. 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. Please do not call or email regarding status updates. Notification by email will also happen by late February.

## Key Dates

Phase	Date
Eligibility Phase: open	May 2018
Eligibility Phase: close	September 1, 2018, 3:00 PM ET
Eligibility determination by LLS staff	Rolling: May through September 8, 2018
Notification of eligibility	By September 8, 2018 (typically within 2 business days after submission)
Abstract Phase: open	After eligibility is approved
Abstract Phase: close	September 15, 2018, 3:00 PM (ET)
Full Application Phase: open	After Abstract Phase submission
Reference letters due	October 3, 2018, 3:00 PM (ET)
Full Application Phase: close	October 3, 2018, 3:00PM (ET)
Panel Review Meeting	January 2019
Award Notification	February 2019
Final version of Lay Abstract due	May 1, 2019
Award Start Date*	July 1, 2019

\*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.

**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 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).
  - o If you need a new account or need to reset your password for an existing account, contact [researchprograms@lls.org](mailto: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.
5. You will receive an email 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.
  - o 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.
  - o 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 LLS Research Portal. **Failure to follow all application instructions may result in administrative triage of your application.**
  - o 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.
7. Request letters of reference well in advance of the Full Application deadline. This deadline also applies to reference letters, which are part of your Full Application.
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.**

***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 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).

## **Detailed Eligibility Phase Instructions**

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. Follow instructions on the LLS Research Portal to complete the web form.

### **Submission and Confirmation**

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

## **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. After award notification, LLS will contact awardees regarding lay abstract submission.

### **Letters of Reference**

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 well before the deadline.

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 containing this link 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 24 hours, 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 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.

### **Submission and Confirmation**

After clicking the "Submit" button, you will receive an automated email stating that your information was successfully submitted. If you do not receive the email confirmation within 2 business days of submission, 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. If requested prior to the deadline, changes may be made with LLS approval. 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 Abstract Phase deadline has passed. Failure to follow this policy may result in disqualification of the application. Abstract Phase components must accurately reflect the focus of the full 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. 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.

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

**Project Description Template** (downloaded from the LLS Research Portal)

The full application has two sections:

## **Section 1:**

The downloadable project 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. 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 lab, 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 your lab does 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. cell line name, what type of cell, etc.).**

### **c. References (5 page maximum)**

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

### **d. 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.

### **e. Signature Page**

This form must be completed, including the indicated signatures.

## **Section 2:**

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**

Use the most recent NIH format. Publications submitted and under review may be indicated on the biosketch. An eRA Commons User Name is not required. The Other Support section must contain all current and pending support from any source. The section of the Biosketch containing the Research Support section may be used, but all current and pending support must be included; completed support should not be included. 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 that may overlap or appear to overlap with the LLS application. This includes any grants or portions of grants submitted to any organization, including LLS. Since CDP awards primarily fund salary, it is anticipated that there will be overlap between the aims of currently funded grants and the aims of the CDP application.

If funding decisions about potentially overlapping 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 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.

### **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 should accompany the application. The letters must be signed and on institutional/company letterhead.

**d. Clinical Protocol (Required where applicable)**

Provide a one page summary of clinical protocols essential to the proposed research. Include approval date and compliance number. Indicate if IRB approval is pending.

**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.

**Uploading the project document and final submission**

Upload the full application components, as a single PDF, in the “Project Document” section on the LLS Research Portal.

**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 stating that your information was successfully submitted. **If you do not receive the email confirmation within 2 business days of submission, contact [researchprograms@lls.org](mailto:researchprograms@lls.org).**

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.*

**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).

### **Tips for Applying**

- All submissions must be sent through the LLS Research Portal at <https://lls.fluxx.io/>.
  - It is highly recommended to access the LLS Research Portal to begin the application process well in advance of any deadlines.
- Carefully follow all instructions on the web forms, templates and this document, including character limitations and font restrictions.
- Text must be written single spaced in Times New Roman 12pt. font. Character limitations include spaces. Character and other length limitations are strictly enforced on the web form and the uploaded project description template. Use the pre-set template margins. If character limits are not adhered to, or the preset margins are altered, the application may not be reviewed.
- Bold font indicates required information.
- The application process is completed on a rolling basis; once submission is approved, the applicant may move to the next phase.
- Letters of reference submission status is viewable by the applicant on the LLS Research Portal; the letters themselves are not viewable by the applicant.
- 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 before the deadline).
- Combine all documents into one PDF for the Full Application submission. Only one PDF file is accepted in this section, so delete any other documents uploaded during the process.
- All components of the application must be present in the order indicated in these guidelines.
- Applications must also include:
  - Applicant biosketch attached to the full application template
  - A signed Sponsor Letter attached to the full application template
  - At least three letters of reference, but no more than four; letters must be received by LLS by the full application due date (the Sponsor Letter is separate from the letters of reference)
  - A Clinical Protocol (where applicable)
  - Applicable assurances (human subjects, laboratory animals, etc.)
- Up to three publications, not available on PubMed by the full application due date, may be attached to the application template.
- Completion of several steps in the process initiates emails sent from LLS’s Research Portal, including emails sent to those who will write letters of reference. LLS staff may also send emails during the application process. Spam filters should be monitored for these emails.
  - Contact [researchprograms@lls.org](mailto:researchprograms@lls.org) if expected emails are not received by the times indicated in these guidelines.
- **It is recommended that final submissions at each stage be completed at least the day prior to the deadline.** Acceptable post-deadline additions are regulatory updates, significant updates to clinical trials and manuscripts accepted for publication (see [Submission and Confirmation](#)).
- **Check your application package carefully prior to submission.** The deadlines stated in the [Key Dates](#) section are enforced.