1. DESCRIPTION OF THE EXTRAMURAL DISCOVERY SCIENCE PROGRAMS AND FUNDING MECHANISMS OF THE AMERICAN CANCER SOCIETY

The American Cancer Society's Extramural Discovery Science Department supports training, early career investigators, and innovative cancer research across a wide range of disciplines, to meet critically important needs in scientific discovery to prevent, detect, treat, and survive cancer.

The Society offers extramural support for cancer-related research for all cancer types, across the cancer continuum that may be conducted in a laboratory, clinic, communities, or larger systems. ACS places a special emphasis on actionable research that seeks to address health equity, so that everyone has a fair and just opportunity to prevent, detect, treat, and survive cancer.

All ACS grant applications undergo rigorous, independent peer review to identify the most meritorious projects for funding. We strongly encourage all ACS grantees to share their data to enable reproducibility of results and maximize value to the scientific community and those affected by cancer.

Note: The Society releases special initiatives with requests for applications (RFAs) in addition to our standard investigator-initiated grants. Applicants should consult RFA-specific policies, if applicable, when responding to an RFA in the event modifications are made to our standard policies for the RFA.

ACS RESEARCH PRIORITIES

The Extramural Discovery Science Department has established six areas to prioritize the research we fund to help advance our mission[1]. These include the following:

- **Etiology**

  The American Cancer Society supports research into the causes of cancer and the incidence, initiation, and biology of cancers. To accelerate progress in understanding the causes of cancer, this priority area supports research to identify early, inherited, somatic, molecular, behavioral, environmental, and societal causes and risk factors impacting cancer incidence, progression and mortality. Research in this priority area could include:

  - Understanding fundamental cellular processes in carcinogenesis including DNA damage, hypoxia, and extracellular matrix remodeling.
  - Developing new cancer models to understand the intersection of genetics and exposures for cancer initiation.
  - Understanding factors that contribute to tumor evolution including the adaptive immune system and its interplay with innate responses.
  - Identifying and characterizing target genes involved in cancer using global scale genomic and epigenomic approaches.

- **Obesity/Healthy Eating and Active Living (HEAL)**

  The American Cancer society supports research on diet, metabolism, physical activity, and nutrition-related factors to better understand these factors roles in cancer risk, progression, treatment, and survivorship. Studies can span the research continuum (i.e., from molecular to

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the PI is responsible for the accuracy, validity, and conformity with the most current institutional guidelines for all administrative, fiscal, and scientific information in the application.

10. NOTIFICATION OF APPLICATION RECEIPT AND REVIEW

Approximately one month after receipt of the application, applicants will receive an email acknowledgement providing an application number, the assigned peer review committee, and the name of their Scientific Director with contact information. This email will be sent to the address in the professional profile supplied at the time of submission in ProposalCentral. Be certain the email address listed in your professional profile is active, since

- Books and periodicals, except required texts for coursework in the approved training plan for a Clinician Scientist Development Grant (CSDG)

- **Office or laboratory1MCID 3 B.50 Td Tc -0.004 Develiype /Pagf 0 Tooks and periodicos**

ii. "Funded Invention" shall mean any Invention made in the course of research funded in whole or in part by a Society Grant.

iii. "Gross Income" shall mean gross royalty income received by Grantee in respect of a Funded Invention inclusive of income from a single sale of the Funded Invention, less a total of $25,000 towards United States patent filing fees and an additional $25,000 USD for international patent filing fees.

iv. “ACS Award” shall mean the total monetary amount of the Grant provided to the Grantee.

B. The Grantee technology transfer officer shall provide the Society with an annual report for each Funded Invention. The annual report will be due by January 31 of each calendar year after an ACS Grant Award has been received. The annual report shall include a listing or description of the following information for each Funded Invention: (1) all issued patents and pending patent applications, (2) all licenses, leases, or other revenue generating agreements, (3) all gross revenue for each preceding calendar year, (4) the filing, publication and issuance or grant of any application for a patent or other statutory right for a Funded Invention, and (5) the latest stage of development of any product arising from each Funded Invention.

Grantee shall pay all costs and expenses incident to all applications for patents or other statutory rights and all patents and other statutory rights that issue thereon owned by Grantee (other than patent filing fees as provided for in Section A).

C. Both the Society and Grantee, (the appropriate Grantee technology transfer officer managing Funded Invention), shall promptly inform the other of any suspected infringement of any patent covering a Funded Invention and of any misappropriation, misuse, theft or breach of confidence relating to other proprietary rights in a Funded Invention. Grantee and Society will discuss in good faith further action to be taken in this regard.

D. Grantee will license a Funded Invention in accordance with Grantee Policy and established practices.

E. The Society waives the receipt of income until the Gross Income from the Funded Invention exceeds $500,000.

Once the Gross Income from a Funded Invention exceeds $500,000, Grantee shall pay the Society annually 5% of Gross Income. Such payment shall be accompanied by an appropriate statement of account. The income to the ACS from Grants other than Mission Boost Grants and block grants will not exceed four (4) times the amount of the total ACS Award. The income to the ACS from Mission Boost Grants will not exceed ten (10) times the amount of the total Mission Boost Award. The income to the ACS from block grants where grant funding is allocated to multiple subaward projects, such as Institutional Research Grants (IRGs), shall not exceed four (4) times the portion of the total award allocated by the institution to the subawardee.

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TERM AND BUDGET

Research Scholar Grants are funded up to $215,000 per year (direct costs), plus 10% allowable indirect costs, with a project period up to four years. Equipment that equals or exceeds $5,000 with a useful life of more than one year, must be excluded from

DISCOVERY BOOST GRANTS

DESCRIPTION 1cs 14.J

MISSION BOOST GRANT

DESCRIPTION

The American Cancer Society has historically focused its investments on grant mechanisms that help launch the careers of investigators in cancer research. These investments have funded some of the brightest minds in cancer research. They've also broadly expanded knowledge about cancer biology in cells, animals, and humans, and about cancer health services and disparities, in addition to providing training for many healthcare professionals.

Mission Boost Grants (MBG) are designed to support select current and past ACS grantees specifically for the translation of their research to human testing. Mission Boost Grants are opportunities for ACS grantees to seek additional, or "boost," resources for innovative, high-risk/high-reward projects. MBGs offer two stages of funding.

- **Stage I** requires the investigator to develop outcome-specific, unequivocal milestones that reduce the risks of studying a new drug, device, or procedure in patients. The topic of study may be the same that was previously funded by the ACS grant, but it is not required to be. Stage I MBG studies can be preclinical or clinical in nature.
- **Stage II** allows investigators to receive support for an additional period for advancing the research to clinical testing in cancer patients. Stage II MBG studies must involve testing in humans.
  - It requires the investigator to have successfully completed the Stage I milestones.
  -

TERM AND BUDGET

Mission Boost Grants will be composed of two stages of funding:

INSTITUTIONAL RESEARCH GRANTS

DESCRIPTION

An Institutional Research Grant (IRG) is a block award to an institution that enables it to give pilot grants to early career investigators

- Special fees (pathology, photography, etc.)
- Stipends for graduate students and postdoctoral assistants if their role is to promote and sustain the project presented by the junior faculty member
- Equipment costing less than $2,000 (Special justification is necessary for items exceeding this amount. Please send a special exception email to the IRG Scientific Program Office)
- Registration fees at scientific meetings

Disallowed Expenditures

The items below are in addition to those listed earlier in ***INSTITUTIONAL EXPENDITURES****.*

- Salary of principal investigator (IRG Chair or pilot project grant recipient)
- Honoraria and travel expenses for visiting lecturers

Indirect Costs

ACS grants are not designed to cover the total cost of an IRG program. The institution is expected to provide the required physical facilities and administrative services. To maximize the funds available to the junior investigators, indirect costs are not allowed for IRGs.

CHANGE OF PRINCIPAL INVESTIGATOR

Prior to any change of Principal Investigator, a request must be submitted in writing to the American Cancer Society. The “Change of Principal Investigator” form must be signed by an authorized official of the institution and submitted for review. Additionally, biographical information of the new principal investigator must be sent, and a teleconference must be scheduled with the Scientific Director for IRGs before the form is submitted.3 (t)-11.8 (o)-d7 (i)-2ubmNdr3 Tc eornc(e)-2.8 (oi0.0 6.544 54.1 ((e))i.3 (nci1 (al)-86g1

should be included in the report of expenditures. If monies remain unallocated after the projections are mapped, please refer to the policy above in that funds must be reported as unexpended and a refund to the American Cancer Society is warranted.

Forms can be found under the Deliverables tab at https://proposalcentral.com/; submission

MENTORED TRAINING AND CAREER DEVELOPMENT GRANTS

CLINICIAN SCIENTIST DEVELOPMENT GRANTS

- CSDG transfer forms (title page, contact information page, and assurances and certification page) completed by the appropriate individuals at the new institution. These should indicate acceptance of the grant and document appropriate resources and mentorship.
- Payments to the new institution will not be initiated until a final accounting and a check for any unexpended funds have been received from the original institution and ACS has approved the transfer. The final accounting must be submitted within 60 days of the transfer request.

CHANGE OF PRIMARY MENTOR

A change of primary mentor for recipients of Clinician Scientist Development Grants is not routinely allowed but will be considered on a case-by-case basis. If a change in primary mentor also involves a change in project and/or institution, a new application may be required. **Contact your Scientific Director as soon as possible.**

POSTDOCTORAL FELLOWSHIPS

DESCRIPTION

Postdoctoral Fellowships are designed to support individuals in programs of research training and study to enable new investigators to competitively qualify for independent careers in cancer research. Peer reviewers will consider whether the fellowship broadens the applicant's research training and experience.

An application for a Postdoctoral Fellowship must be endorsed by the applicant's proposed mentor and the head of the department in which the training will be conducted. A plan of training must be formulated and agreed on by the mentor and the applicant and described in detail in the application. Preliminary data included in the application must be carefully attributed to the person(s) responsible. There is an expectation that the fellow will commit 100% of research efforts to this project. Clinical scientistatie. l(h)-113.6d of2 (m)16 (m)-5.9 (i)35epeo (i)35epeiulynsensnsnsntopeioherohe apynso.9 (y)9 (e)21.

parental leave, allowing the PF to complete the full fellowship term, and retain their stipend while on leave. The PF should review their institution's parental leave policy prior to requesting ACS parental leave. If an institution offers paid parental leave for postdoctoral fellows, the PF must first use institutional leave and ACS will pay for leave up to 12 weeks. PFs may not receive paid leave from both the institution and ACS concurrently. The fellowship supplement at the end would provide salary for a time equivalent to the amount of ACS (or institution + ACS) leave. Postdoctoral fellows taking leave that extends beyond the grant end date would receive salary for up to 12 weeks leave and the time remaining on their grant. Prior to notifying the ACS, PFs should discuss parental leave with their mentor(s).

Postdoctoral fellows should notify their Scientific Director 30-60 days, or as soon as possible, before the anticipated leave. The PF must download and submit a Parental Leave Form in ProposalCentral, as well as upload a letter from their mentor/s acknowledging the leave. The PF will be notified when their leave has been approved. The PF and their mentor should notify their Scientific Director by email upon returning to work.

CHANGE OF INSTITUTION

Recipients of a Postdoctoral Fellowship may transfer their grant from one institution to another eligible institution only after receiving written approval from ACS. **Email your Scientific Director as soon as possible.** If the change of institution is accompanied by a change in mentor or project the request may be denied and/or a new application may be required. Forms can be found under the "Deliverables" tab at https://proposalcentral.com/.

- A request for transfer in writing, indicating the anticipated transfer date (i.e., the transfer request form must be submitted in the Deliverables tab). If the primary mentor or project will also change, please refer to the Change of Mentor section below.
- A statement from an administrative official at the original institution relinquishing the grant.
- A Postdoctoral Fellowship transfer form (fellowship information, contact information, and assurances and certification, and fellowship activation information), completed by the appropriate individuals at the new institution, indicating acceptance of the grant.
- The final Report of Expenditures from the original institution, together with a check for any unexpended funds. Payments to the new institution will not be initiated until a final accounting and a check for any unexpended funds have been received from the original institution and the transfer has been approved by ACS. This final financial report must be submitted within 60 days of the date the transfer was requested.

CHANGE OF PRIMARY MENTOR

A change of primary mentor for the recipients of Postdoctoral Fellowships is not routinely allowed but will be considered on a case-by-case basis. If a change in primary mentor also involves a change in project and/or institution, a new application may be required. **Contact your Scientific Director to discuss a change of mentor as soon as possible.**

CHANGE OF ROLE AT INSTITUTION

ACS Postdoctoral Fellows must remain in a mentored non-faculty role at their institution for the duration of the award. Fellows must dedicate 100% research effort to the funded ACS project for the entire project term. Contact your Scientific Director for guidance prior to making any role change.

GRANT CANCELATION

If the fellow cancels their fellowship early, the postdoctoral fellowship cannot be transferred to a different postdoctoral fellow.

ACS PROFESSOR AWARDS

DESCRIPTION

ACS Professor awards are primarily honorific awards for individuals who have made seminal contributions in cancer research. Applicants must be at the rank of full professor and have made, and will likely continue to make, impactfulwh

- Payments to the new institution will not be initiated until a final accounting and a check for any unexpended funds have been received from the original institution and the transfer has been approved by ACS. This final financial report must be submitted within 60 days of the date the transfer was requested.

REQUESTS FOR APPLICATIONS (RFA)

Active RFAs can be found on our website, here. The RFAs listed here are submitted using the standard application materials on

APPENDIX A: GUIDELINES FOR MAINTAINING RESEARCH AND PEER REVIEW INTEGRITY

The American Cancer Society seeks excellence in the discovery and dissemination of knowledge regarding the cause, prevention, detection, diagnosis, treatment, survivorship, and health policy of cancer. This requires that all individuals affiliated with, or funded by, the American Cancer Society adhere to the highest standards of professional integrity. Grant reviewers for the American Cancer Society will also be held to the highest codes of conduct and integrity in performing their essential function of peer review.

The American Cancer Society provides grant funds for individuals at academic and other not-for-profit institutions to promote cancer-

2.2.2 Conflict of Interest:

An objective evaluation of grant proposals is essential to the peer review process. In achieving this

scientific misconduct was carried out. If there is not a Research Integrity Officer, the Dean of the School in question or its chief academic officer will be contacted. In the instance that the person[s] making the allegation does not contact the American Cancer Society but raises the allegation of scientific misconduct with the appropriate institutional official according to their established institutional procedures, it is the responsibility of the institution to contact the American Cancer Society regarding the allegation, any investigation of the allegation, and the outcome of that investigation. All such correspondence will be held in strict confidence and will not be made public by the American Cancer Society irrespective of the outcome of the investigation. The American Cancer Society assumes no responsibility in carrying out the investigation of scientific misconduct, or in determining an individual's innocence or guilt of the allegation of scientific misconduct. However, acceptance or nonacceptance of the findings of the institutional investigation is at the discretion of ACS, and additional clarification may be requested.

Allegations of scientific misconduct in a grant application may be made by individuals who are colleagues, trainees, or reviewers. In the instance that an allegation of scientific misconduct is made in reference to a grant application, the Senior Vice President for Extramural Discovery Science will contact the institutional official at the sponsoring research institution and seek to follow their established protocol for investigating such allegations. If an investigation is deemed necessary, it will be the responsibility of the sponsoring institution to carry out the investigation, to keep the ACS aware of the progress, and to report the outcome of the investigation to the Senior Vice President for Extramural Discovery Science. The written report should include findings, actions taken, and any pending actions.

In fairness to the applicant, the review process must continue while the allegation of scientific misconduct undergoes assessment. Review may continue either in the standing review committee or under the By-pass to Council review mechanism. Under no circumstance should a reviewer, Scientific Director, or ACS staff raise the issue of the allegation in a peer review meeting or meeting of the ACS Extramural Discovery Advisory Council. If that were to occur, review of that application could not be completed without bias; and review of the application must therefore be discontinued immediately and deferred to ad hoc reviewers or the Extramural Discovery Advisory Council. If a reviewer suspects scientific misconduct, which is discovered at the time of the meeting, it is appropriate to request the Chair of the PRC or Council take a "break" and discuss the issue privately with the Scientific Director. The Scientific Director will then take the proscribed administrative steps following the adjournment of the review meeting.

The ACS will complete the process of peer review of the application but will suspend any administrative action which would result in funding of the award in question until the resolution of the investigation. At the conclusion of the investigation, the ACS will es (at)4.4 (i)13.n, th6.1ndt.6 (o)t.6 (o)t.6 (i)1
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the investigation will result in the administrative
absolved oo any scientioic misnconduct, the AC

misrepresentation of published data supported by ACS funds, any active grant[s] held by the responsible individual will be terminated and that individual may no longer be eligible for ACS funding via any mechanism as a principal investigator, co-investigator, collaborator, mentor, or consultant. That individual may also not be eligible to participate in ACS review in any capacity.

3.1.3 Procedure for Handling Professional Misconduct by Grantees:

For purposes of this subsection, the following definitions apply:

- Finding/Determination: (1) the final disposition of a matter under organizational policies and processes, to include the exhaustion of permissible appeals; or (2) a conviction of a sexual offense in a criminal court of law.
- Administrative leave/Administrative action: any temporary/interim suspension or permanent removal of an individual, or any administrative action imposed on an individual by the

established by that institution. For instance, if there is communication of the contents of a grant proposal by a reviewer to a competitor in the same field as the applicant, or if the reviewer makes use of findings or ideas in an application to further his or her own research interests. In the instance of such an allegation, the American Cancer Society assumes no responsibility for carrying out the investigation of scientific misconduct, or in determining an individual's innocence or guilt of the allegation of misconduct. It is the institution's responsibility to handle the misconduct according to their established procedures, and to submit to ACS a written report that includes findings, actions taken, and any pending actions. However, acceptance or non-acceptance of the findings of the institutional investigation is at the discretion of ACS, and additional clarification may be requested. In any instance of a finding of reviewer misconduct, that individual may no longer be eligible to serve in any capacity in reviewing ACS grant proposals and may be barred from receiving any ACS grant funds.

References:

The American Cancer Society Confidentiality, Non-Disclosure Rules and Conflict of Interest: Information for Reviewers of Grant Applications, Version 6/3/2005.

"Confidentiality in Peer Review" (section 3.7.1). Pugh MB, ed. American Medical Association Manual of Style: a guide for authors and editors. 9th ed. Baltimore, MD: Williams & Wilkins; 1997:136-137.

Federal Register, Vol. 65, No. 235, pg. 76260-76264.

APPENDIX B: INSTRUCTIONS FOR SUBMITTING DELIVERABLES

The list of deliverables with webforms accessible within the Post-Award Management System include:

GRANT ACTIVATION

ANNUAL PROGRESS/FINAL REPORT

TRANSFER REQUEST

CHANGE OF INSTITUTION

CHANGE OF TERM EXTENSION OF TERM

GRANT CANCELLATION

CHANGE OF PRINCIPAL INVESTIGATOR

REPORT OF EXPENDITURES

The American Cancer Society subscribes to the Altum ProposalCentral **Post Award Management System** to facilitate management ACS grants. The system is designed to collect and-0.00v (a)21.5 (A)2.1 (C)13.

Send Email (Correspondence) to an ACS Administrator

- To send correspondence to a Scientific Director at the ACS, click the “Correspondence” link from the Award Details screen
- From this page, you can see any correspondence that has already been sent by clicking the Blue link in the Message column
- Use the “Respond” link to respond directly to a message you have received
- To send a new message, click “Send Correspondence to Scientific Director” at the top of the page
- Select the administrator(s) who should receive the correspondence email
- Enter a subject and text for the correspondence in the spaces provided
- Click the “Send Email” button to send the email(s) to the selected administrator

Once an application is awarded it moves from ProposalCentral into the Post Award Management System. People who previously had access to your application in ProposalCentral will not have access to your awarded grant in the Post Award Management System. You may need to allow access to different users than those listed in ProposalCentral to enable them to upload various reports on your behalf.

To grant another user access to your award and submit deliverables

- Person(s) must be a registered user on ProposalCentral. If thet Dttontawtk.9 ()tha9 (t)7eeTd[(r)15.9 (epor