



*Stop Cancer Before It Starts!*

## **Fall 2014 Grant and Fellowship Program Frequently Asked Questions**

For more information, visit <http://preventcancer.org/what-we-do/research/> to view past award recipients, researcher profiles and the 2014 Grant and Fellowship guidelines.

### **General Application Questions**

#### **Q: What is the deadline for Grant and Fellowship applications?**

**A:** The deadline for online electronic submission for the fall 2014 application is August 27, 2014 (by 11:59 p.m. EDT). One signed original hard copy of your application is due in our office by the following business day (Thursday, August 28, by 5 p.m. EDT).

#### **Q: What kinds of research does the Foundation fund?**

**A:** The Foundation supports research that demonstrates potential for impact on cancer prevention. The Foundation defines cancer prevention as the "reduction of cancer incidence through research, education and early detection."

If you are uncertain your proposed project falls under the category of prevention, take a look at our previously awarded recipients on our website. They will give you an idea of what type of research we have funded in previous years. Go to <http://preventcancer.org/what-we-do/research/grants-fellowships/funding-recipients/> to view short descriptions of previously funded recipients' research projects.

#### **Q: Is the award amount for Grants and Fellowships the same?**

**A:** Yes, the award amount for both Grants and Fellowships is \$40,000 per year for two years, totaling \$80,000.

#### **Q: I'm having problems logging into my application on proposalCENTRAL. What should I do?**

**A:** Generally, if there is an issue with your login, registration or your application on proposalCENTRAL, you should contact their office directly at 1-800-875-2562 or e-mail [pcsupport@altum.com](mailto:pcsupport@altum.com).

#### **Q: May I pay the application fee with a credit card instead of a check?**

**A:** Yes, credit card is a permitted payment option. Please indicate that you would like to pay by credit card on a cover letter attached to the hard copy of the application. Please also indicate whether you require a payment receipt.

Include the following:

- Type of credit card (Visa/MC/AMEX)
- Name of the cardholder
- Credit card number
- Expiration date
- Billing address

**Q: Why is there a \$75 application fee?**

**A:** The \$75 application fee is used to help defray costs from the online application and review system.

**Q: What is the difference between a Grant and a Fellowship and which one should I apply for?**

**A:** There are several differences between a Grant and a Fellowship. A Fellowship is traditionally for young investigators who wish to pursue a career in cancer prevention research and are at the post-doctoral level. Grants are generally for early career researchers, starting at the Instructor or Assistant Professor level. However, more senior researchers who have changed career paths may also apply for a Grant.

Fellowships require that the applicant (Fellow) have a mentor to supervise the research and optimize the learning environment for the Fellow to develop as a researcher. Also, Fellows must fulfill an educational requirement by enrolling in one to two courses per year (for a grade) in an area in which the candidate has not received prior training and is relevant to his/her cancer prevention research training.

It is up to the applicant to determine what type of award is best for him/her. Fellowship awards are limited to **postdoctoral level applicants ONLY**. Therefore, only graduate students who will have their doctoral degree before the project start date are eligible to apply. Grants can be awarded to a postdoctoral level applicant, but are open to researchers at any academic level who need seed funding to test an innovative hypothesis. Grant awards are far more competitive and have more experienced researchers applying for them. The Fellowship is recommended if you are a postdoctoral student.

**Q: When will I be notified of Prevent Cancer's decision?**

**A:** You will be notified about your application status via e-mail by December 31, 2014. Hard copy letters will not be sent.

**Eligibility**

**Q: May a post-doc apply for a Grant without holding a faculty position?**

**A:** Yes, awards begin at the postdoctoral level. However, the applicant will be in competition with applicants on tenure tracks and possibly with greater experience and expertise. Generally, it is recommended that postdoctoral students apply for the Fellowship award.

**Q: Is an academic pharmacist eligible to apply?**

**A:** Yes, researchers with relevant academic or professional degrees (e.g., MD, PharmD, PhD) who are conducting cancer prevention research are eligible to apply.

**Q: I am interested in applying for the research Fellowship but I am a foreign Postdoctoral Fellow at an institution in the United States. Am I eligible to apply?**

**A:** Yes, you are eligible to apply. There is no citizenship restriction for the Prevent Cancer Foundation's Grant and Fellowship program. However, all research must be conducted primarily in the United States.

**Q: Are there restrictions on how many investigators may apply from the same institution?**

**A:** No, there are no restrictions.

**Q: My institution receives funds from a tobacco company. Am I still eligible to apply?**

**A:** The Prevent Cancer Foundation's current policy states that funds will be awarded only to individuals (Principal Investigators and/or Fellows) who do not currently accept or have not accepted in the previous four years funds from the tobacco industry. See the guidelines for the complete policy details. Acceptance of funds from organizations administering the Master Settlement Agreement does not exclude an individual from receiving funds from the Prevent Cancer Foundation. **The Grant or Fellowship applicant must sign the Prevent Cancer Foundation Statement of Compliance with Tobacco Policy stating that he/she (and his/her mentor if applicable) does not accept tobacco-industry funding, as outlined above. The application will be considered incomplete if the signed statement is not included with both electronic and original hard copy applications.**

**Research Plan Questions**

**Q: What is the length of the application?**

**A:** The page limit for each section is as follows:

- General Audience/Layman's Summary = 250 words
- Technical Abstract = 250 words
- Statement of Significance = 1 page
- Specific Aims = 1 page
- Background = 2 pages
- Methods = 5 pages
- Timetable = 1 page
- Evaluation = 2 pages
- Biographical Sketch = 4 pages/person
- Budget = 1 page/year (template provided)
- Budget Justification = 1 page/year
- Resubmission = 4 pages
- Appendix = No limit (articles should be referenced but not included in the appendix)

Once an application is started in proposalCENTRAL, the Research Plan template may be downloaded. The hard copy of the application submitted to the Prevent Cancer Foundation should include all the applicable sections listed above.

**Q: What are the requirements for font size?**

- **A:** Applications should be typed in no smaller than **11-point** font size in Arial or Times New Roman. **Applications with smaller fonts will be automatically disqualified.**

**Q: What should be included in the Evaluation section of the Research Plan?**

**A:** For both a Grant and Fellowship, the Evaluation section should include a plan for measuring the specific aims. Even if you feel that you have already covered your evaluation plan in the Methods section, list your evaluation plan (again) in the Evaluation section. This can be done in many formats, using bullets, broken up by specific aims or in paragraphs.

For Fellowships, the Evaluation section must also include information on how the Fellow's progress will be measured in the training environment.

**Q: Where do I include references for my Research Plan?**

**A:** All references, for any section of your Research Plan, should go into the **Appendix** section. This way, references or works cited will not be included in your page count. Articles should be referenced, but not included in the appendix.

### **Budget Questions**

#### **Q: Is a computer an allowable expense? What about software?**

**A:** The Prevent Cancer Foundation does not cover any indirect costs. Equipment, including computers, refrigerators, freezers, etc., is generally seen as an indirect cost. However, it is up to the Scientific Review Panel to determine if an equipment expense is allowable based on justification and overall feasibility of conducting the research within the awarded amount.

Occasionally, a researcher will request to purchase a computer (or other equipment) at the end of the project, in an attempt to use unspent funds. This is absolutely not allowable.

If a research project requires a very specific type of software (i.e., a specific statistics program for a meta-analysis), it may be permitted at the discretion of the Vice President of Programs and the Scientific Review Panel.

#### **Q: May unspent money from the first year be rolled over into the second year?**

**A:** Absolutely. The researcher should file a financial report at the end of the first year as part of the reporting requirements. Include information in the final financial report that includes the use of funds rolled over.

### **No-Cost Extensions**

#### **Q: What is the Prevent Cancer Foundation's policy on no-cost extensions?**

**A:** The Prevent Cancer Foundation offers a maximum of one, six-month no-cost extension. A request must be submitted in writing (fax or e-mail is acceptable) with a brief explanation of why the extension is necessary at least two months prior to the project end date. **The final payment of a Grant or Fellowship will be held pending receipt of final report, financial report and personal statement. Reports are due three months after the new project end date.**

### **Grant/Fellowship Payments**

#### **Q: I was awarded a Grant. When can I expect payments to be sent out?**

**A:** The Prevent Cancer Foundation sends Grant and Fellowship payments out on a quarterly basis. If your project is on schedule, your institution should expect payments in January, April, July and October. A table showing quarterly payment dates is included in the guidelines.

#### **Q: Why haven't we received the fourth payment for year 1 or year 2?**

**A:** The fourth payment of each year is held until the Grantee or Fellow submits a progress report, personal statement and financial report as part of the post-award reporting requirements. For year one, the reports are due one month prior to the mid-point. For year two, the reports are due within three months of the official end date, including no-cost extensions. Once satisfactory reports are received, the final payment is released.

If you have a question that was not addressed here, contact the Research Administrator, Jenny Twesten at [jenny.twesten@preventcancer.org](mailto:jenny.twesten@preventcancer.org).