



Stop Cancer Before It Starts!

## SAMPLE FELLOWSHIP GUIDELINES

Email [Caitlin.Patterson@preventcancer.org](mailto:Caitlin.Patterson@preventcancer.org) to be added to our notification list for information about future cycles.

The Prevent Cancer Foundation is the only U.S. 501(c)3 nonprofit organization solely devoted to cancer prevention and early detection. Prevent Cancer focuses its resources on cancers that can be prevented through lifestyle changes or early detection, when treatment is more likely to be successful. We are devoted to saving lives through cancer prevention and early detection across all populations. Since its founding in 1985, Prevent Cancer has invested more than \$138 million in research, education, advocacy and community outreach programs across the nation in support of our mission. For more information, visit [www.preventcancer.org](http://www.preventcancer.org).

Applications must be written to indicate they are clearly within the scope of these priorities in order to be considered. Any applications that do not meet these qualifications will **NOT** be reviewed.

### Who Can Apply

- 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.
- Postdoctoral researchers from non-profit institutions (including academic institutions) are eligible to apply. Researchers from for-profit institutions will not be considered.

### Fellowship proposals will be considered in the following categories:

- Basic, clinical, translational and population-based research projects
- Education programs in cancer prevention
- Early detection projects
- Behavioral intervention projects

See **Important Information for Applicants** for more information on funding criteria.

### Examples of acceptable proposals:

- Research projects which, if successful, may lead directly to reducing the incidence of cancer \*
- Primary and secondary prevention research on all types of cancers
- Creative or innovative approaches to cancer prevention research

\* Examples of such projects include, but are not limited to: research that leads to improvement in early detection and intervention, research into dietary links to cancer, behavioral/educational aspects of cancer prevention, epidemiological and genetic studies that may have a direct impact on cancer prevention, and primary prevention programs that focus on children and adolescents.

### Important Information for Applicants

Proposals must fall within the scope of the Foundation's mission and funding priorities to be considered. The goal of the Foundation's research program is to provide funding for *innovative projects* expected to lead to future funding from other peer-reviewed sources.

- Basic science grants must demonstrate substantial potential for impact on prevention or early detection of cancer (specifically, pre-clinical research is acceptable but must be prevention-oriented and clearly identifiable as translational).
- Studies related to therapy for established or advanced cancer will not be reviewed.
- The issue of relevance to cancer prevention must be convincingly addressed in the application.
- Applications that do not have an adequate biostatistical analysis may not be reviewed or funded.
- Applications that do not have a biographical sketch for all key personnel will not be considered.
- Researchers need not be United States citizens. However, research must be conducted in the United States primarily.
- Researchers who applied in a previous cycle and wish to resubmit their project for reconsideration may do so only one time.

An eligible proposal **must demonstrate substantial potential for impact on prevention or early detection of cancer.**

### Policy on Tobacco-Industry Funding and Conflicts of Interest

Scientific investigators or health professionals who are currently funded by the tobacco industry for any project, or who have been funded by the tobacco industry during the previous four years, or whose named mentors in the case of mentored fellowships are funded by the tobacco industry for any project (currently or during the previous four years) may not apply and will not be eligible for the Prevent Cancer Foundation research grants or fellowships. This policy has been in effect since January 1, 2007.

Scientific investigators, health professionals, or named mentors who accept funding from the tobacco industry for any project during the tenure of a Prevent Cancer Foundation research award must inform the Foundation of such funding, whereupon the Foundation grant or fellowship will immediately be terminated. Tobacco industry funding includes the receipt of funds from a company that is engaged in or has affiliates engaged in the manufacture of tobacco produced for human use; funds in the name of a tobacco brand, whether or not the brand name is used solely for tobacco products; funds from a body set up by the tobacco industry (e.g., a corporate foundation) or by one or more companies engaged in the manufacture of tobacco products.

The following do not constitute tobacco industry funding for the purposes of this policy:

- Legacies from tobacco industry investments (unless the name of a tobacco company or cigarette brand is associated with them)
- Funding from a trust or foundation established with assets related to the tobacco industry but no longer having any connection with the tobacco industry even though it may bear a name that (for historical reasons) is associated with the tobacco industry
- Funds from the Master Settlement Agreement of November 23, 1998

**The grant or fellowship applicant must sign the Prevent Cancer Foundation Statement of Compliance with Tobacco Policy 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.**

For purposes of the Prevent Cancer Foundation grants and fellowships, tobacco industry funding is defined as money provided or used for all or any of the costs of the research, including personnel, consumables, equipment, buildings, travel, meetings and conferences, and operating costs for laboratories and offices.

Applicants to the grant and fellowship program must disclose any additional financial relationships that may impact the integrity of science and results.

## APPLICATION POLICIES

### Award Amount

Fellowships will be awarded for two years at \$40,000 per year, for a total of \$80,000. See **POST-AWARD REQUIREMENTS** for information about required interim and final progress reports. The goal of the Foundation's research program is to provide funding for *innovative projects* expected to lead to future funding from other peer-reviewed sources. Therefore, Fellowships are non-renewable.

### Eligibility

Proposals must fall within the scope of the Foundation's mission and funding priorities in order to be considered; specifically review the criteria outlined in the **Important Information for Applicants** section.

- **Fellowship support should be requested by the potential Fellow (who is considered the applicant for the project) and not by the Mentor.**
- **Letter of support from the Mentor is required.** The letter should describe the support that the Mentor will provide in all aspects of the Fellowship, including supervision of coursework, the career development plan and the benefits that the training environment will offer to the Fellowship applicant. Letters of support from fellowship mentors are **strongly encouraged** to address the independent contributions of the fellowship applicant.
- The Fellow should have only **one** primary Mentor. However, listing other key personnel (i.e., co-investigators or co-directors) in the budget is acceptable. Any personnel changes that occur during the course of the fellowship must be reported to the Foundation for approval.

### Educational Environment and Course Requirements

The Prevent Cancer Foundation provides funds to create an environment in which young investigators who wish to pursue a career in cancer prevention will be optimally trained. Fellowship applicants should outline how their educational environment will contribute to their career development as a cancer prevention researcher. Refer to "Overview of Research Proposal" for additional guidance. A discussion of the educational environment should be addressed in the "Statement of Significance" section of the research plan.

To ensure adequate exposure in the discipline, the Foundation's minimal requirement is that its fellows take **one to two courses per year** (for a grade) in an area in which the candidate has not received prior training. Course fees may be included in the budget. However, preference is given to applicants whose course fees are covered by their institutions.

Courses may be taken in the following areas: Biostatistics; Epidemiology; Health Behavior/Health Education; Health Services Research; Nutritional Science; and Behavioral Sciences. The names of these courses, their location and a timeline for completing them must be included in the fellowship application. A discussion of how the applicant will meet the educational course requirement should be addressed in the "Evaluation" section of the research plan.

### Application Submission Information

- Applicants must submit their proposal electronically- information will be shared when the next cycle opens.
- Applicants must mail a signed original hard copy of the application in addition to the submission of the online application. Send the original to the Prevent Cancer Foundation, Programs Division, 1600 Duke Street, Suite 500, Alexandria, VA 22314.
- **The application fee is \$75.00.** Include a check made payable to the Prevent Cancer Foundation with the hard copy application. You may also pay the fee by credit card. Please include the cardholder's name, billing address, email address, type of credit card (Visa/AMEX/MC/Discover), card number and expiration date. Proposals that do not include the fee will not be considered. If you require a receipt, please write to or email the Research Administrator. **This fee is non-refundable.**
- **Late and/or incomplete applications will not be accepted. No exceptions will be made.**
- 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.**
- Tables should be prepared in black ink.
- Supplemental information such as support letters should be included in the appendix of the online application. Articles should be referenced but not included in the appendix.

### Application Submission Checklist

#### Before you submit your application:

- Verify that all sections are complete. **Incomplete applications will not be reviewed.**
- Include letters of support/collaboration (including the required letter of reference from mentor) as part of the appendix in both the original hard copy and electronic application.  
Note: Letters of support from fellowship mentors are **strongly encouraged** to address the independent contributions of the fellowship applicant.
- Verify that page limits have not been exceeded. All page lengths refer to single-sided pages. Applications exceeding any page limit will not be reviewed.
- Verify that all page numbers are correct.
- Be sure to put the Fellow's name in the Document Header above the words "Fellowship Application."
- Sign Statement of Compliance with the Tobacco Policy verifying that the applicant does not accept tobacco-industry funding. Include the statement with both electronic and original applications.
- Sign Application Signature page found in the "*Signature Pages*" section of the online application (this page is auto-populated with information from your online application). Include the signature page in both electronic and original applications.
- Submit electronic grant application.
- Pay the \$75.00 application fee by check made payable to the Prevent Cancer Foundation or credit card.
- Submit signed original hard copy of the application by mail to the Prevent Cancer Foundation, Programs Division, 1600 Duke Street, Suite 500, Alexandria, VA 22314 with signatures of the principal investigator and an institutional official.

## OVERVIEW OF RESEARCH PROPOSAL

All page lengths refer to single-sided pages. Applications exceeding any page limit will not be reviewed.

As with grant awards, Prevent Cancer Foundation fellowship awards are highly competitive. For fellowship applications, it is critical that there is clear development of a proposed study based on the applicant's original ideas, with benefit of a mentor's input.

- **General Audience Summary:** A statement of no more than 2000 characters explaining the subject of your research proposal, geared towards the lay public. State how the work is significant to cancer prevention. This summary will be provided to help the general public and the Foundation's donors understand the nature of your work. It also demonstrates that the researcher has a clear grasp of the project's significance to cancer prevention.
- **Technical Abstract:** A scientific abstract of no more than 2000 characters suitable for a technical audience.
- **Statement of Significance (1 page):** A description of the expected educational benefit of this project. State how this project will help the fellow meet long-term career goals in regard to cancer prevention research or education. Be sure to describe how your educational environment enhances your prevention research.
- **Specific Aims (1 page):** A statement of the goals, objectives and relevance to the Foundation's funding priorities. *Proposals which are not directly related to cancer prevention will not be considered.*
- **Background (2 pages):** A statement of the problem or need that will be addressed by the proposed project.
- **Methods (5 pages):** A statement of the methodology to be used in achieving the specific aims, including an adequate biostatistical analysis.
- **Timetable (1 page):** A timetable for implementing the proposed project. Reviewers will weigh heavily the feasibility of completing the project within the two-year time frame.
- **Evaluation (2 pages):** A detailed evaluation plan that addresses the specific project activities outlined within your methodology. Also address how specific educational objectives will be achieved and list the courses the fellow will complete in order to fulfill the educational requirement of the Prevent Cancer Foundation's fellowship program.
- **Biographical Sketch (Up to 4 pages per person):** The biographical sketch should be completed for the Fellow, Mentor and all key personnel.
- **Fellowship Budgets (1 page/year) and Budget Justification (1 page/year): Indirect costs will not be covered.**
  - Personnel** – The names of all personnel involved in the project, and whether or not salaries are requested. Fringe benefits may be requested if benefits are treated by the applicant's institution as a direct cost to all sponsors. The percentage of salary requested cannot exceed the percent effort for each person. Justify personnel expenses by briefly explaining the services each person will perform or knowledge he or she brings to the project.
  - Consultant Costs** – The name and institutional affiliation of any and all consultants, including statisticians, who have agreed to serve on the project and are not listed under personnel. Under

budget justification, describe services to be performed, the number of days, rate of compensation, and other associated costs.

Course fees may be included in the budget. However, preference is given to applicants whose course fees are covered by their institutions.

**Indirect Costs – will not be covered.**

**Use of Funds** – The Prevent Cancer Foundation funds must be used for the specific purpose for which they are awarded unless written permission is granted from the Foundation. The Foundation will not make grants for construction of buildings or purchase of land.

- **For Resubmission Applicants Only (Up to 4 pages):** State reviewers' concerns regarding the original proposal (**in bold font**) and explain how this application addresses those concerns.
- **Appendix:** List of cited literature should be included as part of the appendix. It does not count towards page limits. Articles should be referenced but not included in the appendix.

The appendix should include the mentor's letter of support; letters of support from fellowship mentors are **strongly encouraged** to address the independent contributions of the fellowship applicant.

The appendix should include any additional letters of support or collaboration and the signed Statement of Compliance with the Tobacco Policy.

- Letters of support or collaboration are strongly encouraged if the success of the proposed project is critically dependent on access to another individual's professional assistance, supplies, or equipment.
- **Certification for Human Subjects:** If activities involving human subjects are planned at any time during the proposed project period, you must submit a letter of approval from your Institutional Review Board (IRB). Letters of approval are not required at the time of application. If you receive a notification of award from the Prevent Cancer Foundation, you must verify IRB approval within 60 days after the award notification. The letter must be dated no earlier than one year before the application is submitted. **If verification of IRB approval is not received within 60 days after the award notification, the application will be considered incomplete and an award will not be made.**
- **Certification for Vertebrate Animals:** If activities involving vertebrate animals are planned at any time during the proposed project period, you must submit a letter of approval by the Institutional Animal Care and Use Committee (IACUC). Letters of approval are not required at the time of application. If you receive a notification of award from the Foundation, you must verify IACUC approval within 60 days after the award notification. The letter must be dated no earlier than one year before the application is submitted. **If verification of IACUC approval is not received within 60 days after the award notification, the application will be considered incomplete and an award will not be made.**

## FELLOWSHIP REVIEW CRITERIA

Fellowships are evaluated by an independent Scientific Review Panel according to a peer-review process similar to that of the National Institutes of Health. However, the Prevent Cancer Foundation is a 501(c)(3) foundation, which is supported by the general public.

**Proposals not meeting the Foundation's funding guidelines will not be considered by the panel.**

### **Administrative and Eligibility Review**

- All applications are reviewed for their completeness and compliance with the guidelines. Any incomplete application or non-compliant with stated guidelines will be disqualified.
- The Scientific Review Panel co-chairs will determine if an application does not qualify as prevention or the science is too basic. They will also determine whether proposals fall within the scope of the Foundation's mission and its funding priorities in order to be considered for scientific review.

### **Scientific Review Criteria**

A grade will be given by the Scientific Review Panel according to the following criteria:

- Clarity of specific aims and significance to cancer prevention
- Quality of the institutional research professional development environment
- Methodology
- Relevance of supporting data
- Competence of applicant/fellow and supporting personnel
- Appropriateness of project size to resources and timeline
- Budget

**Scientific grades will be assigned as follows by the Scientific Review Panel:**

- A** Outstanding
- B** Excellent
- C** Good
- D** Needs Improvement

**Grades will be based on:**

- Quality of the research professional development environment
- Scientific merit of the training project
- Potential for future impact on the field, given the innovative nature of the project
- Qualifications of the candidate
- Qualifications of the mentor
- Estimated potential of the fellowship candidate to establish a career in cancer prevention
- Achievability of the project's specific aims within the two-year time frame

Reviewer comments will be shared with applicants: grades are **not** shared.

## POST-AWARD REQUIREMENTS

All fellowship recipients must adhere to the following requirements. An interim progress report, personal statement and financial statement are **due one month prior to the end of year one**. The second year of funding is contingent upon a satisfactory year-one progress report. A final progress report, personal statement and cumulative financial report are **due three months after the end of year two (project end date)**. The final report must include the remaining month of year one through the project end date. The final quarterly payment of a fellowship award will *not be made* until the Prevent Cancer Foundation has received all required year-two reports.

- **Progress Report (3-6 pages)**

Summarize the main focus of your research and clearly state your findings. Specify how the research results met the objectives established in your application. This report should include but is not limited to answering the following questions: Did you meet all of the goals you set out to achieve? If so, what were they? If not, why not? What is the impact of your research on the current understanding of cancer prevention? What further research remains to be done?

- **Personal Statement (1-3 pages)**

How has funding provided by the Prevent Cancer Foundation helped your overall professional growth (e.g., journal submissions, career opportunities, new research focus)? Do you plan to continue with the field of cancer prevention? Has this fellowship led to other funding opportunities? Have you had the opportunity to report your findings at professional meetings?

- **Financial Statement**

Give a breakdown by category (i.e., personnel, supplies, etc.) of how the Foundation's funds were utilized. This document should be filed by the University's Office of Research Administration or other comparable source. A reporting template will be provided by the Research Administrator. This must be *signed* by the designated official in order to have a completed report.

### **Peer-Reviewed Publications and Institutional Communications**

The awarded fellowship must be publicized by the recipient institution, either in its own publications (student newspaper, alumni newsletter, institutional magazine, etc.) or in a local newspaper, with attribution to the Prevent Cancer Foundation. Please forward copies of these news articles to the Foundation's Programs Division upon publication. Recipients should also send a reprint of all research published as a result of their Prevent Cancer Foundation award.

### **No-Cost Extension**

In the event that a project cannot be completed within the two-year time line granted by the Foundation, a request for one, six month, no-cost extension must be submitted to the Programs Division at least two months prior to the project end date.

### **Final Payment Policy**

The Prevent Cancer Foundation will hold the final payment of all awarded grants and fellowships until receipt of the final progress report, personal statement and cumulative, signed financial statement. If these reports are not received within 6 months of the project end date (including no-cost extension end date), the Foundation will withdraw the final payment; no payment will be made. This policy is in effect as of June 1, 2006.



**Authorization**

Funding of a proposal authorizes the Prevent Cancer Foundation to use the applicant's name and proposal in soliciting contributions to fund its cancer research and educational programs. The awarded proposals may be featured on the Prevent Cancer Foundation website, blog, annual report and other publications. Applicants should expect to answer additional questions regarding their work periodically throughout the two-year period to support future funding of the cancer research and educational programs.

**Photo Submission and Photo Release**

The recipient must provide a hi-res photo (300 dpi, 1 MB) for use on the Foundation website, blog and publications. If the recipient does not have a hi-res photo, the recipient must provide contact information for a staff person in the university press office. See acceptance agreement for details. Recipients will be required to sign and return a photo release form along with the signed Acceptance Agreement.

**Sunshine Act**

Physicians who receive grant funding may be required to sign the Sunshine Act Physician Payment Information Form.

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