



## SAMPLE Grant and Fellowship Program Frequently Asked Questions

For more information, visit <https://preventcancer.org/research/researcher-profiles/#awardees> to view past award recipients, researcher profiles and <https://preventcancer.org/research/grants-fellowships/> for the Grant and Fellowship guidelines.

### General Application Questions

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

**A:** The deadline for online electronic submissions will be set once the new cycle opens.

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

**A:** The Foundation supports research that demonstrates potential for impact on cancer prevention/early detection. 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/early detection, take a look at some of 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 <https://preventcancer.org/research/researcher-profiles/#awardees> to view short descriptions of previously funded recipients’ research projects.

**Q: What is meant by translational research?**

**A:** Science-based approaches that move into clinical application.

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

**A:** Yes, the award amount for both Grants and Fellowships is \$50,000 per year for two years, totaling \$100,000.

**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, you may pay your application fee with either a credit card or a check.

- 1) If paying by credit card, you will receive a link to pay the application fee.
- 2) If paying by check, please fill out the payment form found in your guidelines packet and mail it with the check to:

Prevent Cancer Foundation  
c/o Research Administration  
1600 Duke St. Suite, 500  
Alexandria, VA 22314

Do NOT upload the payment form into proposalCENTRAL.

**Q: Why is there an \$80 application fee?**

**A:** The \$80 application fee is used to help defray costs from the online application and review system. See above Q&A for more details.

**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/early detection 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. 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/early detection research training.

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. (Mentors are **strongly encouraged** to address the independent contributions of the fellowship applicant.) A description of the proposed fellow's career trajectory as related to the prevention and/or early detection of cancer over the next three years should be included in the mentor letter.

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: Can I convert my fellowship into a grant if I receive a promotion to an assistant professor position?**

**A:** If awarded a Prevent Cancer Foundation Fellowship, it is our hope that this will help you advance in your career in the field of cancer prevention/early detection. If awarded a Prevent Cancer Fellowship, you will remain as a Fellow for the duration of your award. Your requirements for mentorship and coursework will remain the same.

**Q: What other advice do you have for Fellowship Applicants?**

**A:** We advise you to be clear on your educational and career objectives and explain how your class choices will round out your skills and knowledge of cancer prevention/early detection.

Additionally, please note that your mentor should have a biographical sketch and be listed in the budget and budget justification sections, even if he or she is providing in-kind support.

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

**A:** All applicants will be notified about their application status at the same time via email. This date will be set once the new cycle opens.

**Q: Will I receive written reviews of my application?**

**A:** If your application passes both the administrative and eligibility reviews, you will receive written feedback. If your application does not pass the administrative review or is deemed ineligible for review, you will not receive written feedback from the reviewers.

**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/early detection research are eligible to apply. Please note that any MD who receives an award may be required to sign the Sunshine Act Physician Payment Information Form.

**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 funding in the previous four years 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 the electronic submission.**

**Q: What proof do I need to submit for my organizations' non-profit status?**

**A:** Eligible organizations include nonprofit organizations that are exempt under Section 501(c)3 of the Internal Revenue Code, Independent sponsored projects of a nonprofit 501(c)3 organization acting as a fiscal sponsor, government and public agencies. Upload your organization's IRS determination letter or other official documentation verifying your status as a nonprofit, academic institution or government agency.

**Q: I submitted an application in the last couple of years that was not funded, can I reapply with a similar project?**

**A: *Resubmission applications will not be accepted.***

We accept resubmissions only from applications who were invited to reapply.

*If you are invited to reapply in a future cycle, keep in mind that revised applications would not have a guarantee of any particular outcome and would go through the same competitive review process as all other applications.*

### **Research Plan Questions**

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

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

- Layman's Summary = 2000 characters
- Technical Abstract = 2000 characters
- Cancer Prevention Statement = 300 characters
- Career Plans = 2000 character maximum
- Statement of Significance = 1 page
- Specific Aims = 1 page
- Background = 2 pages
- Methods = 5 pages
- Timetable = 1 page
- Evaluation = 2 pages
- Biographical Sketch = 5 pages/person
- Budget = 1 page/year (must use template provided)
- Budget Justification = 1 page/year
- 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.

#### **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: Do you accept indirect costs?**

**A:** The Prevent Cancer Foundation does not cover any indirect costs. Equipment, including computers, refrigerators, freezers, etc., is generally seen as an indirect cost. Software is also a cost that is generally not covered. However, it is up to the Scientific Review Panel to determine if an indirect cost 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 is highly unlikely, but 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 signed financial report at the end of the first year as part of the reporting requirements. Include information in the final financial report about the use of funds rolled over.

**Q: Do all collaborators on the project need to be listed in the budget? What if they are providing in-kind contributions?**

**A:** Yes, all collaborators or key personnel should have a completed biographical sketch and be listed in the budget and budget justification, even if they are providing in-kind contributions. This includes mentors for fellowship applications.

**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 signed 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 after the official end date, including no-cost extensions. Once satisfactory reports are received, the final payment is released.

**Sunshine Act**

**Q: I am a physician, if I get an award, do I need to sign the Sunshine Act?**

**A:** MD's who get an award may be required to sign the Sunshine Act Physician Payment Information Form.

**If you have a question that was not addressed here, contact Ann Mallari at [Ann.Mallari@preventcancer.org](mailto:Ann.Mallari@preventcancer.org).**