

**AMERICAN CANCER SOCIETY  
INSTITUTION RESEARCH GRANT PILOT PROJECT  
IRG #58-009-49**

**Application Instructions – Fall 2007**

American Cancer Society (ACS) awards are made only to junior faculty who have *no current national grant support of their own* and who have not received prior support from the Institutional Research Grant (IRG) Program. The ACS defines junior faculty as investigators at the rank of assistant professor or equivalent who are eligible to apply as a principal investigator for grant support from national agencies. The investigator must be independent and have a commitment from the institution for salary and space. Awards to postdoctoral fellows, graduate students and senior faculty are not allowed.

Applications **must** be submitted on the American Cancer Society form pages. Detailed instructions are listed below.

**1. FORMATTING THE APPLICATION**

**a. Readability**

The submitted version should be easily readable as the reviewers are reading many applications. The reviewers' perception may be negatively affected by a poorly written or organized application.

**b. Type size**

The entire text of the application (biographical information, tables, progress reports and examples) should be in an easily readable font. Use standard, no less than 12 point type (no more than 15 cpi).

**c. Page length**

See individual page instructions. Please use single-spaced text throughout the application.

**d. Margins**

The margins of your text should be at least 5/8 inch all around.

**e. Page numbering**

All pages must be consecutively numbered in the upper right hand corner (do not use page designations such as "4A" or "4B").

**2. PREPARING THE APPLICATION**

**a. Transmittal Form**

This form **must** be filled out and signed by the proposed principal investigator and the principal investigator's Department/Division Chair or authorized administrative official. It can be obtained from your authorized administrative official. ***This form does not need to be signed by the VUMC Research Grants and Contracts Office.***

**b. Face Page**

This page deals primarily with budget proposals and justifications. If you are requesting funding for personnel, include the individual's name, title, social security number and percent effort. In addition, as the principal investigator, you should also indicate the percent effort you will assign to this project, if funded. One additional page for budget justification may be included. Allocations are restricted to a maximum of \$20,000 total costs for one year only. Indirect costs are not allowed by the ACS. Your home department must cover the indirects charged by Vanderbilt University. Upon award, you will be asked to provide a cost center number to cover this expense. The term of the award is January 1, 2008 – December 31, 2008.

The ACS <i>allows</i> expenditures for:	The ACS <i>prohibits</i> expenditures for:
Research supplies and animal maintenance	Secretarial/administrative personnel
Technical assistance	Salary of individual awardees (principal investigators)
Domestic travel when necessary to carry out the proposed research	Foreign Travel
Costs of computer time	Tuition
Special fees (pathology, photography, etc.)	Honoraria and travel expenses for visiting lecturers
Stipends for graduate students and postdoctoral assistants if their role is to promote and sustain the project presented by the junior faculty member	Per diem charges for hospital beds
Equipment costing less than \$2,000 (per item). Special justification is necessary for items exceeding this amount, and permission must be obtained from the Society's Extramural Grants Department for the purchase of such equipment	Non-medical or personnel services to patients
Registration fees at related scientific meetings	Construction or building maintenance
	Major alterations
	Purchasing and binding of periodicals and books
	Office and laboratory furniture
	Office equipment and supplies
	Rental of office or laboratory space
	Recruiting and relocation expenses
	Dues and membership fees in scientific societies

**c. Cancer Relevance Information:**

One additional page may be included for the brief description requested in Section III "Lay Audience Summary".

**d. Other Research Support/Description of Research Proposed:**

Five (5) additional single-spaced pages (including proposal, figures and references) may be included for this information. The requested information should be organized under the headings of Specific Aims, Background and Rationale, Preliminary Data (if available), Methods, and References. Please note that References do count towards the 5 page limit. The proposed experiments should represent a realistic set of goals for a one year period. The ability of the principal investigator to clearly define and explain an appropriately focused set of specific aims is an important part of the review process. The rationale for critical experiments to obtain preliminary data should be described as well as the procedures necessary to accomplish the stated goals or aims. Any anticipated difficulties and/or essential controls should be outlined. In addition, condensed versions of R01 (or equivalent) grant applications are not likely to be favorably reviewed by the committee.

**e. Research Promotion Form**

This form is used to determine your interest in working with the local American Cancer Society to promote your grant and/or research to the media and general public.

**f. Biographic al Information Sheet**

If needed, one additional page may be included. You must provide your biosketch on the ACS form page(s).

**g. Human Subjects/Vertebrate Animals**

involves human subjects or vertebrate animals and the status of VUMC committee approval.

**h. Commitment Letter**

Applicants **must** submit a letter with their application from their department chair or division director clarifying their position in the department, division, **or** laboratory. The letter should include a statement regarding the applicant's availability to apply for extramural support. In addition, without being specific, confirmation of a commitment for salary support and research space should also be included.

**i. Revision/Resubmission Instructions**

Applicants **must** submit a letter with their revised proposal to the Review Committee that *summarizes* the substantial additions, deletions, and changes in the newly submitted proposal. The letter must also include responses to the criticisms and issues raised in the critiques. Simply rewording the title and specific aims or incorporating minor changes in response to comments in the previous critiques does not constitute a substantial change in scope or content. Changes to the research plan should produce a significant change in direction and approach for the research project. Thus, a new application would include substantial changes in all sections of the Research Plan, particularly the Specific Aims and the Research Design and Methods sections.

*\*Do not submit a copy of a pending or unfunded grant request. If you wish to include a copy of other requests as supplemental information, you may do so, but keep the request for ACS funds directed to the specific experiments and approaches for which you are requesting funds.*

**3. SUBMITTING THE APPLICATION**

- a.** Submit the ORIGINAL application and TEN copies plus ONE ELECTRONIC COPY on CD. **Do not** bind or staple the original application or the copies, but secure them with rubber bands or paper clips. Send the complete application package to:

Jennifer Adams  
Vanderbilt-Ingram Cancer Center  
691 Preston Building

- b.** Applications not in compliance with format guidelines will be returned for compliance and, if uncorrected, not reviewed.
- c.** Applications are due:  
**Friday, November 16th, 2007 by 4:00 p.m.**

**If there are any questions, please contact Jennifer Adams at x6-1279 or by e-mail: [jennifer.adams@vanderbilt.edu](mailto:jennifer.adams@vanderbilt.edu)**