American Cancer Society

Institutional Research Grant (ACS-IRG)

at the

Stephenson Cancer Center

Institutional Research Grant Guidelines

Spring 2020

Submission Deadline:

5 PM, Monday, January 6, 2020

Anticipated Start Date:

March 1, 2020

Principal Investigator
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Overview

The ACS-IRG is a unique source of funding entrusted to Stephenson Cancer Center (SCC) that provides seed money for early stage faculty interested in cancer-related research. While the grant is administered at SCC, eligible applicants on any University of Oklahoma campus may apply. For additional information, please contact the SCC Office of Cancer Research at 405.271.1878 or cancerresearch@ouhsc.edu.

Eligibility

The ACS-IRG is intended to provide support for faculty at the start of their academic careers. Junior investigators are faculty who hold the rank of Assistant Professor and who are eligible to apply as Principal Investigator for grant support from national agencies. Specific eligibility criteria are:

- Full-time faculty member at the Assistant Professor level on a University of Oklahoma Campus.
- Within six years of the first independent faculty appointment.
- No prior or current peer-reviewed nationally competitive grant funding (e.g. NIH R01, DOD, NSF, ACS, etc.). Receipt of career development awards (e.g. NIH K series) is acceptable.
- Institutional commitment for the salary and space required.
- A citizen or non-citizen national of the United States, a lawfully admitted Permanent Resident of the United States (i.e. holds a valid Resident Alien Card or “Green Card”), or lawfully present in the United States as a Temporary Resident under a visa of long enough duration to allow completion of the proposed research. Status must be verified prior to distribution of funds.

If you have any questions regarding eligibility please contact the Office of Cancer Research at cancerresearch@ouhsc.edu for clarification prior to submitting an application.

Funding Information (up to three awards will be funded per year)

- Applicants may request up to $50,000 in direct costs for a 12-month project. No F&A will be supported.
- Effort for the PI may not be charged directly to the grant. PI effort, in the form of cost share, must be adequate to complete the goals of the application.
- An awardee may request a second year of funding for continuation of the same project. Applications for a second year of funding must include a one-page progress report that summarizes scientific progress and provides a compelling justification for an additional year of funding; a strategy leading to high impact publications and a competitive national grant application should be outlined. Requests for a second year of funding will be reviewed alongside and will compete with new applications for available funding.

The table below outlines permissible costs.

<table>
<thead>
<tr>
<th>Costs</th>
<th>Not allowable</th>
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<tr>
<td>Allowable</td>
<td>• Facilities and Administrative Costs</td>
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<tr>
<td>• PI effort (cost-share only)</td>
<td>• Secretarial/administrative salaries</td>
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<tr>
<td>• Research supplies, animals, animal per diems</td>
<td>• Tuition</td>
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<tr>
<td>• Technical/scientific support staff salaries</td>
<td>• Foreign travel</td>
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<td>• Service fees (e.g. shared resource fees)</td>
<td>• Books and periodicals</td>
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<td>• Domestic travel with sufficient justification</td>
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• Registration fees at scientific meetings
• Publication costs
• Human subject/participant incentives
• Equipment costing less than $2,000. Items above $2,000 require specific scientific justification.
• Computer purchases must be justified by specific scientific requirements.

| • Membership dues |
| • Office and laboratory furniture |
| • Office equipment and supplies |
| • Most computer purchases |
| • Rental of office or laboratory space |
| • Recruiting and relocation expenses |
| • Non-medical services to patients |
| • Per-diem charges for hospital beds |
| • Construction, renovation, or maintenance of buildings/laboratories |
| • Honoraria and travel expenses for visiting lecturers |

Salaries for the Principal Investigator and administrative support are not allowed. Salaries for scientific support personnel may be requested. If salaries are not requested or allowed you should still include the names and effort of all personnel who have significant roles on the project.

Application Process

• Use the application package; contact the Office of Cancer Research or download from https://stephensoncancercenter.org/Research/Research-Resources/Internal-Funding-Opportunities
• Applications must be submitted as a single PDF file to the Office of Cancer Research via email (CancerResearch@ouhsc.edu) by the specified deadline. The application must be signed by the applicant and the applicant’s Department Chair (electronic signatures are acceptable).
• An application may be revised and resubmitted only once (maximum of two total submissions for the same project). For resubmissions, applicants must include a one-page response to reviewer critiques from the prior submission.
• For competing continuations, applicants must include a one-page progress report and a compelling justification for an additional year of funding that will lead to high impact publications and a competitive national grant application.

Proposal Evaluation

All accepted applications are reviewed by the ACS-IRG Review Committee Meeting. The committee is a diverse group of faculty representing all disciplines of cancer-related research. All decisions regarding merit and funding are based on the recommendations of the ACS-IRG Review Committee.

Review Criteria

Accepted applications are evaluated for the following:

• Is the proposal relevant to the goals of the ACS – is it cancer-related?
• Does the application address a problem important to Oklahoma, which is the SCC catchment area? For example, these could include cancer health disparities (e.g., problems affecting racial and ethnic minorities, rural residents, women, children, elderly, sexual and gender minorities, and persons of low socioeconomic status in OK), specific cancers of high incidence / mortality in OK, environmental exposures in OK that lead to cancer, or other cancer-related issues specific to OK.
• Is the Principal Investigator a faculty member at the Assistant Professor rank?
• Does the proposal have significant scientific merit?
• Is there potential that this ACS funding will lead to extramural funding?
• Is the budget reasonable for the proposed work?
• Can the work be completed in 12 months?

Statistical Review of Applications
Applications involving statistical data should be reviewed by the SCC Biostatistics and Research Design
Shared Resource Core prior to submission to strengthen the quality of the proposed research.
Applicants should complete the Biostatistics Request Form.

Additional Approvals
All proposals that involve human subjects or vertebrate animals must obtain all normal institutional
approvals (IRB or IACUC). DUE TO THE TIME IT TAKES TO GET THESE APPROVALS, applicants must have
submitted the proposal to the IRB/IACUC at the same time or before they submit their ACS-IRG
application. Checking the Human Subject box yes (item 3 of facepage) or the Vertebrate Animal box yes
(item 4 on facepage) indicates that the IRB/IACUC process has been initiated.

Note: It is the investigator’s responsibility to notify the SCC Office of Cancer Research after IRB/IACUC
approval has been received. Funds will not be released until all necessary approvals are received.

Awardee Obligations
The ACS-IRG award carries several important obligations and responsibilities. Specifically, award
recipients agree to the following:

• Awardees must acknowledge the ACS in any publications or presentations related to their IRG
funding by including the statement “This publication is supported by Institutional Research Grant
number IRG-19-142-01 from the American Cancer Society.” In the event that there are multiple
sources of support, the acknowledgement should read “Supported in part by Institutional Research
Grant number IRG-19-142-01 from the American Cancer Society” along with references to other
funding sources. The Society’s support should also be acknowledged in all public communication of
work resulting from the grant, including scientific abstracts, posters at scientific meetings, press
releases or other media communication, and internet based communication.

• For 5 years following award receipt, awardees will complete an annual Pilot Project Progress Report
for the Stephenson Cancer Center. These reports are completed via email, average 2-3 pages, and
describe: 1) pilot project progress and results; 2) all publications and funding resulting from the IRG-
funded project; 3) interactions with the local ACS; and 4) any patents granted or applied for.

• Awardees are required to meet with their designated mentors monthly to monitor the progress of
their research either in person, or via conference calls or video conferencing.

• Awardees agree to serve on a future ACS-IRG Review Committee or participate in an ACS activity
(e.g., site visit), if requested.

• Awardees may be requested to give a brief presentation on their pilot project results at a future SCC
research seminar and participate in the seminar training series.

• Awardees must contact the SCC Office of Cancer Research immediately if they accept funding from
another source for ACS-IRG funded research. The same science cannot be funded by more than one
funding source and the American Cancer Society guidelines do not allow for scientific overlap of
ACS-IRG awards; in these circumstances you will be required to withdraw your ACS-IRG pilot award.
• Finally, awardees are expected to complete their pilot projects within their approved project period and budget, unless an extension is requested and approved in writing. No-cost extensions are not automatic and remaining funds cannot be transferred to another account.