The purpose of the American Cancer Society’s Institutional Research Grant (ACS-IRG) is to support the initiation of promising new cancer-related research projects by junior faculty members (Assistant Professors or their equivalents), so they can obtain preliminary results that will enable them to compete successfully for national research grants. IRGs are intended to support independent, self-directed investigators early in their careers, for whom the institution must provide research facilities or space customary for an independent investigator. Applicants for the individual awards should be within six years of their first independent research or faculty appointment. This funding mechanism is not to provide supplemental research support but it can be used as bridge funding for faculty members who have been PI on research grant(s) from major national funding agencies. Cancer-related research includes but is not restricted to genetic mechanisms of cancer, molecular mechanisms of cancer progression and metastasis, development of novel cancer therapeutic models and translational research, transplantation, cancer immunology, and immunotherapies.

CONDITIONS OF AWARD

1) Funds will be allocated on a competitive basis by review of the local Dean's Committee for the ACS-IRG. The present members of this committee are:

KAYLEE SCHWERTFEGER, CHAIRPERSON, Laboratory Medicine and Pathology
Kristin Anderson, Epidemiology
Scott Dehm, Laboratory Medicine and Pathology
Laura Gammill, Genetics, Cell Biology, and Development
Timothy Hallstrom, Pediatrics
Daniel Harki, Medicinal Chemistry
Fekadu Kassie, Veterinary Clinical Sciences
Frank Ondrey, Otolaryngology
Lisa Peterson, Environmental Health Sciences
Zohar Sachs, Hematology, Oncology, Transplantation
Nikunj Somia, Genetics, Cell Biology and Development
Jakub Tolar, Pediatrics
Carston (Rick) Wagner, Medicinal Chemistry

2) Since the major objective of the institutional research grant is to encourage the beginning investigator, allocations will be made to only persons who have not received prior funding support from the ACS-IRG grant or who do not currently have in hand a competitive national research grant (other than faculty development awards such as K08, NRSA, RCDA, Leukemia Society fellowship awards). For example, individuals who are the PI
of an R21, R01, P01 project or ACS national research grant are ineligible for funding. Individual allocations will not exceed $30,000. Funds not expended within the grant period will revert to the ACS-IRG Committee without exception. Applications are not permitted from Associate Professors or full Professors regardless of circumstances.

3) Recipients of IRG sub-awards must be, at the time of the application, citizens or non-citizen nationals of the United States or its possessions and territories, or must have been lawfully admitted to the United States for permanent residence at the time of application. Permanent residents must submit, with the sub-award application, notarized evidence indicating that the candidate is in possession of an Alien Registration Receipt Card.

4) A copy of the notice of approval for the Animal Usage Protocol for your project, as well as the approved Human Subjects Protocol if applicable, must be included in the application. No funding can be released without IACUC and/or IRB approval(s).

5) **Types of Expenditures Allowed:**
   - Research supplies & animal maintenance
   - Technical assistance, cost of computer time
   - Special fees (pathology, photography, etc.)
   - Stipends for graduate student and postdoctoral assistants (if the role is to promote and sustain the project presented by the junior faculty member)
   - Registration fees at scientific meetings
   - Domestic travel when necessary to carry out the proposed research program
   - Publication costs, including reprints of cancer-related research
   - Equipment costing less than $2,000—special justification is necessary for items exceeding this amount [prior permission must be obtained from the Society’s National office for the purchase of such equipment]

6) **Types of Expenditures NOT Allowed:**
   - Salary of Principal Investigator
   - Purchase and binding of periodicals and books
   - Dues and membership in scientific societies
   - Rental of office or laboratory space
   - Construction or building maintenance
   - Office and laboratory furniture
   - Office equipment and supplies
   - Secretarial/administrative personnel
   - Foreign travel
   - Per diem charges for hospital beds
   - Non-medical services to patients
   - Honoraria and travel expenses for visiting lecturers
   - Recruiting and relocation expenses
   - Tuition

7) When the application is awarded, the Sponsored Projects Administration office will set up your account under your department number. You are responsible for this account assuring that this award is spent out in the grant year and following the appropriate guidelines.

8) **At the completion of the project period a written report of accomplishments and expenditures of funds will be required.** (A copy of the report template is attached.)
9) Any publications resulting from the projects supported wholly or in part by the Institutional Research Grant funds must acknowledge this support such as “supported by grant #IRG-16-189-58 from the American Cancer Society.” A copy of such publications must be emailed to Kaylee Schwertfeger schwe251@umn.edu or Bob Carlson carls307@umn.edu.

10) PIs are required to submit a list of publications, divided into those directly supported by the ACS-IRG and those that are otherwise supported, six months after completion of the grant and/or upon request (usually 3-6 months before the University of Minnesota’s national competitive renewal for a period of up to five years after the award is made).

11) Because of the overriding educational theme of this granting program, the applicant will be expected to be available for in-person discussion of the proposal with a member of the review committee. This may take the form of a “site visit” to the applicant’s laboratory and will be required at the discretion of the committee.

12) Title to equipment purchased under the American Cancer Society’s Institutional Research Grant shall be vested in the institution.

13) In the event of cancellation of an ACS-IRG award, all unexpended funds shall be returned to the Society. At the end of the term of the ACS-IRG award, all unexpended funds shall be returned to the Society.

14) Copies of any patent application, invention disclosure, and other pertinent materials should be filed with the Society at the time the patenting process is commenced. Details regarding the patent policy for the ACS-IRG can be obtained from the chair of this committee.

15) Award of the ACS-IRG is contingent upon acceptance of these conditions since failure to comply could jeopardize the institution’s competitive renewal.
INSTRUCTIONS FOR GRANT PROPOSAL

Proposals not providing complete information will not be reviewed.
A University PRF form is not required at this time.
If the project is funded a PRF will be required prior to award.

1) Complete the APPLICATION SUBMISSION FORM and submit it by the date shown on the form.

ABSTRACT: See additional instructions below for page 3 of the Application Template.

2) Use the FULL APPLICATION TEMPLATE to prepare your GRANT PROPOSAL.

ADDITIONAL INSTRUCTIONS FOR USING APPLICATION TEMPLATE:

Page 1: BIOGRAPHICAL INFORMATION:
- Name, degree(s), academic title, department name, school name (e.g., University of Minnesota)
- Citizenship status (please check one)
- Department Chair eligibility verification must be signed
- Education
- Training

Page 2: BIOGRAPHICAL INFORMATION (cont):
- Appointments
- Other Research Support - must include the following:
  A) Current support of this project if already underway.
  B) All current support of other research by the applicant. Include title, total amount over the entire period and in the current year, agency, and dates of the award.
  C) All other applications pending by the applicant. Include title, total amount and year 01 amount, agency, and the proposed dates of the award.
  D) Source of personal support of applicant.
  E) All current support of other research of the collaborator.
- Publications

Page 3: PROJECT TITLE: title of proposed research project
- Abstract: Copy the abstract submitted on the APPLICATION SUBMISSION FORM.

Page 4: DESCRIPTION OF RESEARCH PROPOSED:
Use the format below to write a description of the proposed research in 5 pages or less (page 18.4 and up to 4 continuation pages). Please use 12-point font and 1” margins. Figures must be included within the 5 pages. One publication may be included with the application.
A) **Present status of knowledge:** in this area. Demonstrate in a concise manner the information now available on which the problem to be confronted is based. Include:
   i) Work done by others
   ii) Work done by applicant

B) **Nature of the Problem and Specific Aims:** What is to be accomplished during the tenure and support of the grant?

C) **Method of Study:** State the design of the experimental approach to this problem in sufficient detail to be critically evaluated by reviewers.

D) **Significance and relationship of proposed project to the field of cancer.**

E) **References** (not included in page count).

F) If this is a resubmission, include a paragraph in your application stating this is a resubmission and address the comments made by the reviewer(s) in a point-by-point fashion (limit 1 page, not included in page count).

Page 5: **BUDGET PROPOSED:** (see instructions 5 and 6 above for allowable items)

- Total amount requested (not to exceed $30,000)
- Term (grants usually begin either June 1 for spring awards or December 1 for fall awards)
  A) Personnel (name and position [list fringe benefits separately])
  B) Permanent Equipment (not to exceed $2,000)
  C) Supplies and animals
  D) Miscellaneous (specify)
- Budget Justification – provide justification for budget items.

3) Include **APPROVED PROTOCOLS:** Attach a copy of the notice of approval for the Animal Usage Protocol for your project, as well as the approved Human Subjects Protocol if applicable.

4) Include **LETTERS OF SUPPORT:** Attach a letter of support from each collaborator (if any).

   **Please direct questions to mccgrant@umn.edu or 612-625-6238.**
INSTITUTIONAL RESEARCH GRANT #IRG-16-189-58
PILOT PROJECT PROGRESS REPORT (Revision date: ______)

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<th>Amount</th>
<th>Term: from to</th>
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<tbody>
<tr>
<td>Investigator (Name with degree(s), Title, Department, School)</td>
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Project Title

Results: Summarize the work accomplished under the grant and the results achieved. Please include the relevance of the work to cancer. *Limit this portion of the report to one page.*
PILOT PROJECT PROGRESS
REPORT (2 of 2 pages)

<table>
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<th>Investigator:</th>
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Peer reviewed publications resulting from this support (published or in press only). **Attach a copy of the publication cover page(s) including the abstract and acknowledgement of ACS funding for each relevant publication.**

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<th>Abstracts, book chapters, and other publications (published or in press only) during or after this support</th>
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<th>National competitive grants obtained or pending as a result of this support, or currently pending</th>
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<th>Interactions with the local American Cancer Society:</th>
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