



2018 Grant Application Guidelines for 'A' Awards

Due: May 21, 2018 - 11:59 PM ET

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Alex's Lemonade Stand Foundation (ALSF) evolved from the front yard lemonade stand of cancer patient Alexandra "Alex" Scott (1996-2004) into a national fundraising movement to raise awareness and find cures for all childhood cancers.

The 'A' Award is a four-year grant designed for the early independent career scientist who wants to establish a career in pediatric oncology research. The ideal applicant has an original project that is not currently being funded. Demonstration of a future commitment to pediatric cancer investigation as well as institutional support for the career development of the investigator are critical components of a successful application.

Highlights:

- ◆ The 'A' Award is a 4-year grant, with the possibility of a 5th year of funding.
- ◆ The Award amount is now a maximum of \$200,000 per year.
- ◆ A career development plan should be outlined; inclusion of a mentoring plan for at least the first 1-2 years of support is strongly encouraged.

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ALSF Mission

Our mission is to raise money and awareness of childhood cancer causes, primarily for research into new treatments and cures, and to encourage and empower others, especially children, to get involved and make a difference for children with cancer.

'A' Award Program Goals

- To encourage the best and brightest early career independent researchers to build lifelong careers and become leaders in the field of pediatric cancer research.
- To advance research that will lead to new treatments and cures impacting children with cancer.

Highlights

- Initial Awards are for \$800,000 over 4 years (no more than \$200,000 in any given year).
- A fifth year of unrestricted funding is possible if the investigator receives an NIH R01. To be eligible to apply for a 5th year of funding, the R01 must be secured by the due date of the Final Report in year 4.
- Recipient will have the opportunity to speak at and attend Foundation events.
- A mentor is optional but recommended at least in the initial stages of the project. A career development plan must be included.

Eligibility Criteria

Please contact the Foundation directly before applying, if eligibility questions remain after reviewing these guidelines.

- Proposals must be aligned with ALSF's mission and 'A' Award program goals.
- Applicants must have an M.D., Ph.D. or dual M.D., Ph.D. (D.O., MBBS or equivalent) and be within 5 years of their first faculty appointment as an Assistant Professor. Associate and Full Professors are ineligible. If still at the Instructor level, the applicant must have a commitment from the Department Chair/Division Chief at the time of grant submission for an Assistant Professor position within one year of receiving the award.
- A minimum of 75% of the applicant's time during the 'A' Award period must be allocated as protected time for *all* research activities. This percentage of time includes both 'A' activities and the applicant's other research responsibilities.
- Applicants MAY have research grants from other funding sources during the 'A' Award period, but there must be clear documentation of mechanisms to avoid scientific and budgetary overlap.
- Investigators cannot have a K99, K08, or an R01 that has been funded, or recommended for funding (i.e. will be funded), at the time they apply.
- Current ALSF Grant Recipients:
 - Applicants currently holding an ALSF Young Investigator Grant may apply. If the 'A' Award is given, it would supersede the YI grant if there is an overlap in the funding periods.
 - Investigators currently holding ALSF's Innovation, Reach, Phase I/II Infrastructure, Bio-Therapeutics or Epidemiology grants or that are Center of Excellence Scholars are not eligible to apply for the 2018 'A' Award.
- Funds must be granted to non-profit institutions or organizations operating in the United States or Canada. Researchers need not be U.S. citizens.

Restrictions

- Indirect costs are not allowable expenses.
- Applications which do not fall into ALSF's mission will not be considered.
- 'A' Awards are not renewable. A 5th year of funding may be considered if the applicant meets eligibility requirements.
- Applications not following the guidelines and submission process or received after the due date will not be considered.
- Applications in psychosocial aspects of pediatric cancer and/or cancer control are ineligible for funding.
- ALSF funds cannot be used for human embryonic stem cell or non-human primate research. Please contact us at Grants@AlexsLemonade.org prior to grant submission if you have questions about these restrictions.

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Resubmissions: Only one resubmission of a previously reviewed ‘A’ Award is permitted.

Review Process: Grants will be reviewed by an independent panel of experts according to the NIH recognized peer-review process and overseen by ALSF’s Scientific Advisory Board.

Award Reporting

- Progress Reports: Continued support for the second, third, fourth, and fifth year (if applicable) of funding is contingent upon a non-competitive review of the progress report. Satisfactory progress toward completion of proposed goals must be demonstrated as well as appropriate expenditures.
 - Carryover of unused funding may be requested in the progress report with appropriate progress and justification.
 - ALSF may elect to partially fund or to hold new funds if year one carry-over is excessive.
- Periodic verbal updates with the Scientific Advisory Board may be scheduled.
- Final Report: At the conclusion of funding the PI will submit a report of findings and expenditures. PDFs of publications and presentations which acknowledge ALSF funding should be emailed to Grants@AlexsLemonade.org. If a 5th year of funding is granted, an additional report will be due at the conclusion of that time. No cost extensions may be requested.

Important Dates

All applications must be received by May 21, 2018 - 11:59 PM ET.

Application Due Date	May 21, 2018 (11:59 PM EST)
Award Notification Date	October/November 2018
Project Start/ End Dates	February 1, 2019 / January 31, 2023
Year 1 Progress Report	January 2, 2020 (estimate expenses through report period end)
Year 2 Progress Report	January 2, 2021 (estimate expenses through report period end)
Year 3 Progress Report	January 2, 2022 (estimate expenses through report period end)
Final Report (including request for 5 th year of funding, if applicable and investigator meets eligibility criteria)	March 1, 2023 (actual expenses through report period end)

‘A’ Award Application

All applications must be submitted using ALSF’s online portal (ALSFapps.force.com). A one-time registration is required to create a user account. Please use a browser other than IE if possible, for the best result! Thereafter, you will login to submit an application form and upload the required PDF. Please see page 6 for details.

1. Online Form

- a. **Contact Information** Applicant will be asked for basic contact information for themselves, their mentor (if applicable) and their institution. Applicants must submit a grant manager contact from their institution for administrative purposes should the project be funded.
- b. **Project Overview and Layman’s Summary** Enter project title, request amount, type of childhood cancer the project is focused on as well as a 250 word summary of the research project in layman’s terms. You will be asked to release this summary for use at ALSF’s discretion should proposal be funded. You may copy and paste information from other documents into these sections.

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2. Application Outline

NOTES:

- Below is an outline for the 'A' Award Application. All sections should be combined into one PDF (maximum of 10 MB) and uploaded to the ALSF online form.
- All templates mentioned are available at www.AlexsLemonade.org/grants/guidelines.
- All pages of the application should be numbered; the name of the principal investigator should appear in the upper right-hand corner of each page.
- Please follow NIH font guidelines: Arial, Helvetica, Palatino Linotype or Georgia fonts with a font size of 11 points or larger with a minimum of half inch margins.
- Please adhere to the order of the application and the maximum number of pages indicated for each subsection.

- A. **Application Cover Page** - Use the template provided. The cover page must be signed by an authorized representative of the applicant's institution. The signature from an institutional representative specifically acknowledges the application and accepts the no indirect cost provision.
- B. **Table of Contents (1 page)** - Provide a Table of Contents with page numbers to corresponding sections.
- C. **Principal Investigator and Environment**
1. **PI Statement (3 sentences)** - Describe goals and long-term objectives for the PI over the four year funding period. Include what the PI hopes to gain from this experience and any future aspirations and long-term career goals.
 2. **Environment**
 - a. **Career Development Plan (1/2 - 1 page)** – Describe your professional activities/responsibilities during the award and explain how these will contribute to continued career growth and progression. Although a specific mentor is not required, the plan should include strategies for obtaining guidance from senior colleagues. Inclusion of a mentoring plan for at least the first 1-2 years of the Award is recommended, as appropriate to the career stage and development needs of the applicant. While ALSF encourages applications from outside pediatric oncology, we ask that these applicants elaborate further on their long-term commitment to the field. Please provide a justification for how your prior research experience is relevant to the field, and outline your long-term commitment to pediatric oncology.
 - b. **Institutional Commitment (1 page)** - Include a specific plan *from the institution* (typically a statement from the Division Chief or Department Chair) demonstrating the applicant is, or is on the fast track to become, an independent investigator. The plan should include the institution's guarantee of protected time for this research, mentoring support for the applicant, and what laboratory facilities, office space and equipment are dedicated to this project. If the applicant is not yet an Assistant Professor, the application must also include a written commitment from the institution for an Assistant Professor position within one year of receiving the Award.
- D. **Project Information**
1. **Scientific Abstract (1/2 page)** - Summarize the research objectives and rationale.
 2. **Overall Impact Statement (1/2 page)** - State the significance and relevance of your proposed project with respect to pediatric cancer research. How will this project lead to new or improved cures or impact pediatric cancer patients?
 3. **Budget and Justification** - Use the Budget Form-Five Year Grant template found on ALSF website when completing your proposed budget and justification. (Do not complete the column for Year 5 on the Summary page.) Acceptable budget items include salary, fringe, travel, research assistant, supplies and equipment under \$10,000. No indirect costs will be paid. ALSF adheres to the NIH salary cap for the award year.

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4. **Biographical Sketches** - Use the NIH five page biographical sketch format for PI and Mentor (if applicable) only.

E. **Research Plan**

1. **Resubmission (1 page)** - If the proposal was submitted to ALSF previously and did not receive funding, please describe any changes in the application, i.e. respond to reviewers' critique in terms of changes in experimental design or new data. Only one resubmission of a previously reviewed, unfunded, application is permitted.
2. **Specific Aims (1 page)** - List the goals, long-term objectives and what the specific research proposed in this application is intended to accomplish. State the hypotheses to be tested and relevance to pediatric cancer research.
3. **Research Strategy**
 - a. **Significance (1 page)** - Briefly describe the relevant background for the research plan.
 - b. **Innovation (1 page)** - Describe how the proposed research challenges or shifts current paradigms, or introduces a novel concept, approach, or technology.
 - c. **Approach (4 pages)** - Describe the overall strategy to accomplish the aims of the project. Describe methodology, analyses, and how research aims will be realistically accomplished within the proposed funding period. Provide an account of the PI's preliminary studies pertinent to the application. A timeline is highly encouraged. Anticipation of potential problems and plans to deal with these is expected. Models used should be pediatric.
 - d. **Human Subjects (1/2 page)** - Describe the role that human subjects have in the proposed project. Relevant documentation should accompany the proposal, including IRB approval letter. If pending, please note in this section.
 - e. **Vertebrate Animals (1/2 page)** - Describe the role that animal subjects have in the proposed project. Relevant documentation should accompany the proposal, including approval letter. If approval is pending, please note this in this section.
 - f. **Literature Cited** Maximum of 30 references. Please use Vancouver format (numbered consecutively in order of appearance in the text).
 - g. **Research Collaborators/Consultants** (if applicable) - Include letters from individuals (other than mentor) confirming their roles in the project.
 - h. **Letters of Recommendation** – Include three letters of recommendation. One letter should be from a current or former mentor; a second should be from the applicant's Division Chief or Department Chair. The third letter may be from a senior colleague of the applicant's choosing and should address the applicant's potential for independence, success, and potential for making an impact in the field. Letters should address the applicant's strengths as they align with the goals of the 'A' Award Program.

- F. **Appendix - Appendices must be critical to the understanding of the application**, such as accepted, but as yet unpublished manuscripts, a full protocol, or up to three pages of tables/figures for supplementary data. Excessive appendices will cause the application to be administratively rejected.

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Application Submission

All requests must be submitted using ALSF’s online application.

1. Go to ALSFgrants.org and click the “Information for grant applicants” button.
2. Under “Resources for Applicants,” on this page, download the Application Cover Page and Budget forms. (Use the 5 year Budget Form to provide 4 years of budget information.)
3. **To start** an online application, click on the yellow “**Get Started**” button to access the portal. If you are new to ALSF’s portal, here is a [step-by-step guide](#) with screen shots!
 - Returning users- login with your username and password;
 - New users- click “New User” link to set up an account with email address and password. Please note that our new system does not recognize login information from the prior portal; if you have not used the new portal, be sure to register as a new user. Make sure the account name is your institution.
4. Once logged in select the grant you wish to submit. **Complete** the online form with contact and project information.
 - Upload application as one PDF (maximum of 20 MB) – see format guidelines on previous pages.
 - Review & Submit or Save your application and return at a later time to continue working.
5. **To continue** your saved application, go to ALSFapps.force.com and log in.
 - You will land on your dashboard. Click “Applications” to edit your application in progress.
 - Complete the form and upload the PDF.
6. To submit, click Review & Submit. Once you have looked over the form, click Submit. You will see error messages for any required fields that need to be completed.
7. After your application has been successfully submitted an *email confirmation will be sent*. You will not be able to amend the application after submission.
8. Make sure your Profile contact information is correct while on your dashboard!

Questions? Please contact Judy Oliver at 610-649-3034 or 866-333-1213 or Grants@AlexsLemonade.org.