



## **Childhood Cancer Research Seed Grants Full Proposal Application Guidelines**

### **Who We Are**

The Pablove Foundation invests in underfunded, cutting-edge pediatric cancer research, and improves the lives of children living with cancer through the arts. Our mission is built on our impassioned desire to find a cure, and to allow kids living with cancer to still be kids while undergoing treatment.

### **What We Fund**

The Pablove Foundation is interested in principal investigators who will join us in taking risks, pushing for new solutions, and harnessing the transformative power of science in their research in the following areas with preferences going toward less common childhood cancers:

- Mechanisms of Disease
- Genetics
- Preclinical Models
- Biomarkers and Surrogate Markers
- Prognostic Factors
- Diagnosis
- Innovative Clinical Therapeutic Trials
- Minimal Residual Disease Detection
- Treatment
- Supportive Care and Prevention
- Amelioration of Long-Term Effects of Therapy

In addition, projects that focus on Opsoclonus-Myoclonus Syndrome (OMS) will be considered.

### **Who is Eligible to Apply?**

Senior postdoctoral fellows and junior faculty who hold M.D.s or Ph.D.s. In addition, established scientists who are re-directing their research are also eligible to apply for seed funding. International applicants and institutions are welcome to apply; there is no residency requirement. Past Seed Grant recipients are not eligible to apply.

### **How Much Do We Fund?**

The Seed Grants provides \$50,000 for 1 year of funding.

Grantees who wish to continue gathering preliminary data to prepare for support past the seed stage may apply for an additional year of funding. Please note that this funding is not guaranteed; a second year of funding may be granted based on exemplary scientific progress, availability of funds, and competitiveness with the incoming class of new grant applicants. In addition, no cost extensions may be granted on an individual basis with specific written request.

### **What Can the Funds Be Used For?**

The \$50,000 may be used for direct costs that cover investigators' salaries (including key personnel other than the PI), supplies, technical help, small equipment directly related to the proposed project, and travel. Indirect (F&A) costs and purchases of capital equipment are not allowed. In lieu of indirect costs, a maximum of 5% of the grant amount will be provided to sponsoring institutions upon timely submission of the required deliverables.

### **The Review Process**

The first stage of providing a fair and expert review for grant applications consists of scientific peer review by a group of highly esteemed scientists who make up the Pablove Scientific Advisory Committee:

<http://www.pablove.org/our-team/scientific-advisory-committee/>.

Applicants must first submit a Letter of Intent (LOI) through the proposalCENTRAL system. All LOIs will be vetted through a competitive peer review process. Based on scores, a limited number of applicants whose LOIs are deemed most meritorious will be invited to submit Full Research Proposals to be considered for the available grants. The peer review panel uses standard guidelines for scoring applicants with an emphasis on innovation, scientific rigor, and relevance to the mission of The Pablove Foundation.

The Scientific Advisory Committee panel recommendations are then reviewed by The Pablove Foundation Board of Directors who make the final decision on which projects to fund.

Although final scores will not be returned, review critiques will be provided to the proposal PI who participates in full proposal stage. The Pablove Foundation does not provide critiques for LOI applicants at this time.

### **Full Application Guidelines**

Investigators who have their LOI approved will be invited to move on to the full application stage.

The full application must be completed within proposalCENTRAL and includes the following:

- 1) Title Page** In addition to creating a title, you will be asked to select a sub-program for your application. The default for all grants is Childhood Cancer Research Seed Grant. If your research is specific to Opsoclonus Myoclonus *only*, please select that sub-type.
- 2) Templates and Instructions:**
  - a. Program Guidelines (available for download)
  - b. Research Plan instructions (available for download, to be uploaded in Section 14)
  - c. NIH Biosketch template (available for download, to be uploaded in Section 14 for all Key Personnel)
- 3) User Access:** This section in proposalCENTRAL allows you to grant others access to your proposal. Instructions within proposalCENTRAL.
- 4) Applicant Profile:** This section in proposalCENTRAL pulls from the professional profile of the Primary Investigator (PI) who created the initial LOI. To update your professional profile, click Edit Profile. To change PI, select from list and click button to confirm selection.
- 5) Institution and Contacts:** Provide information on the institution with which you are affiliated as well as institutional contacts (signing official, financial officer, etc.).
- 6) Key Personnel:** Please list all key personnel in addition to the PI. This may include a mentor, co-investigator, research assistant, and/or technical support. An NIH Biosketch for all Key Personnel must be uploaded in Section 14.
- 7) Letters of Reference:** proposalCENTRAL uses a blind letter of reference process. Three (3) letters of reference are required. Letters of References should include one letter from the applicant's Division or Department Head documenting the institution's commitment to the applicant and their proposed research, and up

to two letters from scientific/medical colleagues familiar with the investigator and his/her proposal. Postdoctoral Fellows and Junior Faculty must include a letter from their mentor, which counts towards the requirement of three total Letters of Reference

**8) Summary:** The Lay Summary and Scientific Summary provided in the LOI will be pulled into this section; you may edit as needed. An opportunity to further outline your aims and approach will be available in the Research Plan uploaded in Section 14. You will also be asked for a brief summary of the potential impact of your proposed project.

**9) Budget Detail:** Provide a budget for 1 year of funding/\$50,000. Do not include indirect costs in budget information.

**10) Budget Summary and Justification:** Information from your detailed budget will appear here. You will need to add a budget justification for each item included in the budget. (described within proposalCENTRAL as "Period 1").

**11) Current and Pending Support:** Add all existing other financial/grant support, noting any overlap with this application. Other Support is maintained in your professional profile within proposalCENTRAL.

**12) Organizational Assurances:** If applicable, please provide information on Human Subject and/or Vertebrate Animals within this section.

**13) Publications:** Add all existing Publications. Publications are maintained in your professional profile within proposalCENTRAL.

**14) Upload Attachments:**The following attachments are required:

- a. NIH Biosketch for all Key Personnel
- b. Research Plan: See Section 2 Templates and Instructions for detailed instructions on creating your research plan.
- c. Bibliography and References Cited for your Research Plan
- d. Signed Signature Pages from Section 17.

The following attachment is optional:

- a. IACUC and/or IRB approval documentation (if applicable)

If your blind Letters of Reference have already been submitted, they will appear in your Attachments section. All of your Letters of Reference must be attached before your application can be submitted. If you are missing a letter of reference, contact the referee. You can view the status of a Letter of Reference request in Section 7.

**15) PI Data Sheet:** Maintained in your professional profile within proposalCENTRAL.

**16) Validate:** This section in proposalCENTRAL allows you to check for any missing information or files. Incomplete applications will not be accepted for submission.

**17) Signature Pages:** A signature is required from the applicant, institutional signing official, and mentor. This signature page should be uploaded in Section 14.

**Please adhere to all character limits within proposalCENTRAL. Character limits include spaces.**

**Your full application must be submitted by March 15, 2018 at 5:00 p.m. Eastern Time (US).**

### **Contact Information**

Need technical help? Get help quickly from proposalCENTRAL Customer Support by email or by phone!

E-mail: [pcsupport@altum.com](mailto:pcsupport@altum.com)

Phone: 800 875 2562 (Toll-free U.S. and Canada) or +1 703 964 5840

(Direct Dial International)

Normal Business Hours: 8:30am - 5:00pm Eastern Time

For questions about the Pablove Grant process, please email [grants@pablove.org](mailto:grants@pablove.org). No phone calls regarding pending applications, please.

### **Projected Timeline**

August 15, 2017-LOI Application Open

October 19, 2017 – LOI Deadline

January 2018 – LOI Applicants notified of status; Full Application Process Open to Invited PIs

March 15, 2018 - Full Application Deadline

July 2018 - Grantee Award Notification

August 1, 2018 to July 31, 2019 - Award Dates

September 2018 - Pablove Foundation Award Announcement (General Press Release)