The UAB Comprehensive Cancer Center plans to fund up to three ACS IRG awards in 2007. The primary purpose of these grants is to provide seed funding to junior faculty members that facilitates successful competition for extramural funding programs at the national level. Awards will be limited to a maximum of $30,000 per investigator and for a 12-month period beginning January 1, 2007.

Deadline for proposals is November 1, 2006

Application guidelines and instructions may be obtained from Cheryl Lyles (clyles@uab.edu) phone 5-0734, or Dr. Denise R. Shaw (Denise.Shaw@ccc.uab.edu) phone 4-2387

Application guidelines and instructions are also posted on the UAB Comprehensive Cancer Center website at http://www.ccc.uab.edu
UAB Comprehensive Cancer Center
American Cancer Society Institutional Research Grants
(ACS IRG)

Application Guidelines and Instructions

QUALIFICATIONS:

• Applicants are limited by ACS guidelines to junior faculty members (Assistant Professors and Instructors) who have held any faculty position for eight years or less and who have not received funding from a major national funding agency (such as NIH, ACS, VA, US Army/DOD), excepting training awards.

• Applicants must be either United States citizens or lawfully admitted to the US for permanent residence. Below is the ACS policy:

Applicants for American Cancer Society grants and awards must at the time of application be United States citizens, non-citizen nationals, or permanent residents of the United States. Permanent residents must submit with the application notarized evidence indicating that they have an Alien Registration Receipt Card or have been approved for the issuance of such card as evidenced by an official passport stamp of the United States Immigration Service and that the form number of the card is I-551. Non-citizen nationals are persons who, although not US citizens, owe permanent allegiance to the United States.

• The purpose is to provide "seed" money for the initiation of promising new projects by junior faculty, to obtain preliminary results that facilitate successful competition for national research grants. IRG awards are intended to support independent, self-directed investigators early in their careers, for whom the university has provided research facilities and space customary for an independent junior faculty investigator.

• Awards are limited to a maximum of $30,000 per investigator for a 12-month period beginning January 1, 2007, and ending December 31, 2007. ACS IRGs are restricted to one-year, one-time awards.

• Applicants who previously submitted UAB Comprehensive Cancer Center ACS IRG or Junior Faculty Development Grant (JFDG) applications and were not funded may submit revised applications, as long as applicants meet the above qualifications. Revised applications must include a one page introduction in the Research Plan section outlining revisions and responses to the previous review committee’s critiques.

• Past recipients of the UAB Comprehensive Cancer Center’s Junior Faculty Development Grants (JFDG) may apply for an ACS IRG if they meet the qualifications listed above. However, due to the limited funds for internal grant programs, such previously-funded projects may receive lower priorities during the Cancer Center’s internal review process.
FORMAT OF APPLICATIONS:

- Proposals should represent NIH R01-type research grant applications, with the important additions and exceptions noted below. Use standard NIH 398 forms (rev. 9/2004) or similarly formatted pages (http://grants2.nih.gov/grants/funding/phs398/phs398.html).

- Arrange the application as follows, using NIH guidelines except where noted otherwise. Items # 1 - 12 must be included.

1. **Cover Letter** from the principal investigator -- Describe your career goals and how an ACS-IRG award would promote your research career development.

2. **Documentation of citizenship or permanent residency status** -- Attach a notarized copy of residency status documents.

3. **Conflict of Interest Disclosure Statements** -- Original signed forms for all key personnel listed on pages 2-3 of the application are required. Form and instructions can be obtained from http://main.uab.edu/show.asp?durki=30258 or the UAB Office of the Conflict of Interest Review Board, AB 1120, phone 5-9691.

4. **Face Page** (NIH Form Page 1) -- Under official signing for applicant organization, enter the chairman of the principal investigator’s primary department, with the chairman’s signature on line 15.

5. **Description and key personnel** (NIH Form Page 2) -- Note this form is two pages. List consultants/collaborators in the “Other Significant Contributor” section.

6. **Table of Contents** (NIH Form Page 3)

7. **Detailed Budget** (NIH Form Page 5) -- Modular budget is not acceptable. See below for allowable expenses. Do not list any personnel with percent effort unless salary is budgeted.

8. **Budget Justification** (use NIH continuation page) -- Describe roles of key personnel and explain any unusual budget requests.

9. **Biographical Sketches** (NIH Biographical Sketch Format Page) -- For principal investigator and all other key personnel listed on form page 2. Two page limit for each sketch. List other support on separate other support pages.

10. **Other Support** (NIH Other Support Format Page) -- For principal investigator, list all past, current and pending extramural and intramural support. Include awards with other principal investigators, if the applicant is listed in the key personnel. Give award dates and total direct costs, and briefly describe each project. For all other key personnel, list only current and pending extramural and intramural awards.

11. **Resources** (NIH Resources Format Page)

12. **Research Plan:** (sections A. – D. not to exceed 15 pages)

   (Introduction to revised application - one page)
   
   A. Specific Aims
   B. Background and Significance
   C. Preliminary Studies
   D. Research Design and Methods
   E. Human Subjects
   F. Vertebrate Animals
   G. Literature Cited
   J. Consultants and Collaborators (optional) -- Describe their roles; include Biographical Sketches, and letters of support.

   15 page limit

13. **Appendix** (optional) -- Do not include manuscripts or abstracts that have been submitted and are pending acceptance for publication.

   - UAB extramural checklist is not needed, and ACS IRG grants do not require full UAB OGCA signatures (“walk-through”). However, items listed below must be addressed, and the face page should be signed by the applicant’s departmental chairman.
• **Human Use Approval** must be filed with the UAB Institutional Review Board (IRB) for all proposals involving studies of human samples or data, at the time of ACS IRG submission. *There is no “just in time” provision for ACS IRG applications. Applications using human samples or data that do not have IRB approval pending will not be reviewed.* Funding cannot be activated until certification of UAB IRB human use approval has been received. Complete guidelines and forms for human use are available at the website [http://main.uab.edu/show.asp?durki=30246](http://main.uab.edu/show.asp?durki=30246), or from the IRB Director’s office, AB 470, phone 4-3789.

• **Animal Use Approval** must be filed with the UAB Institutional Animal Care and Use Committee (IACUC) if animals are planned for study, at the time of ACS IRG submission. *There is no “just in time” provision for ACS IRG applications. Applications using animals that do not have IACUC approval pending will not be reviewed.* Funding cannot be activated until certification of UAB animal use approval has been received. Guidelines and forms are available at the website [http://www.uab.edu/iacuc/](http://www.uab.edu/iacuc/) or from the IACUC Director’s office, VH B-10, phone 4-7692.

• **Occupational Health and Safety** (OHS) registration must be filed at the time of ACS IRG submission. See [http://www.healthsafe.uab.edu/pages/home/writingagrant.html](http://www.healthsafe.uab.edu/pages/home/writingagrant.html) for guidelines and forms.

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**BUDGET:** Indirect costs are not applicable to ACS IRG awards.

The following types of expenditures are **allowable:**
- Research supplies and animal maintenance
- Technical assistance
- Domestic travel when necessary to carry out the proposed research
- Publication costs, including reprints
- Cost of computer time
- Special fees (pathology, photography, etc.)
- Stipends for graduate students and postdoctoral assistants if their role is to promote and sustain the project presented by the junior faculty member
- Equipment costing less than $2,000 (*excluding computers*)
- Registration fees for scientific meetings

The following types of expenditures are **NOT** allowed:
- Construction or building maintenance, major alterations
- Dues and membership fees in scientific societies
- Foreign travel (except for scientific meetings held in Canada, see above)
- Honoraria and travel expenses for visiting lecturers
- Non-medical services to patients
- Office and laboratory furniture
- Office equipment and supplies, including computers and peripherals
- Per diem charges for hospital beds
- Purchasing and binding of periodicals and books
- Recruiting and relocation expenses
- Rental of office or laboratory space
- Salary of the Principal Investigator or of secretarial/administrative personnel
- Tuition

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SUBMISSION:

Applicants must submit one original paper application plus one complete electronic version of the application (PDF preferred).

Assemble the paper copy, including all original signed forms and notarized documents, in the order listed on page 2 (items #1 – 13). Do not staple; binder clip is preferred.

For the electronic version, Conflict of Interest Disclosure forms (item #3) may be omitted. Scan all other signed form pages and documents. It is recommended that the Research Plan section be directly converted into a PDF using Adobe Acrobat software (instead of scanning), so that figures and diagrams retain original color and resolution. Assemble the entire electronic application (excluding conflict of interest forms) in the same order as the paper application all together into one PDF.

Deliver the original paper application to:
MCLM 395, Campus zip 0005 - (Phone 5-0734)

Email the electronic application (PDF) to clyles@uab.edu or deliver a PDF version on CD to the above address.

Both the paper and electronic versions must be received no later than 4:30 pm on Wednesday, November 1, 2006.

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REVIEW OF APPLICATIONS AND AWARDS: Applications are scheduled for review in December 2006, by a committee of UAB Comprehensive Cancer Center faculty. Awards are projected to start January 1, 2007. Awards cannot be activated until all applicable UAB conflict of interest, human use, animal use, and OHS reviews have been completed.

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CONTACT for questions about preparation and submission of applications:

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Phone: 4-2387  Phone: 5-0734