



**AMERICAN CANCER SOCIETY**

**REQUEST FOR APPLICATIONS:  
CANCER HEALTH EQUITY RESEARCH CENTER**

**AWARD OVERVIEW AND RFA POLICIES**

**EFFECTIVE March 2023**

**ELECTRONIC APPLICATION DEADLINE: October 16, 2023**

**AMERICAN CANCER SOCIETY, INC.**

**Extramural Discovery Science Department**

**Program Contact: Kim Clarke (kimberly.clarke@cancer.org)**

**Web site: <http://www.cancer.org>**

### **MISSION**

**The American Cancer Society's mission is to improve the lives of people with cancer and their families through advocacy, research, and patient support, to ensure everyone has an opportunity to prevent, detect, treat, and survive cancer.**

**Table of Contents**

1. PROGRAM OVERVIEW ..... 3

2. RESEARCH TO BE FUNDED ..... 3

3. APPLICATION DEADLINE ..... 4

4. ELIGIBILITY ..... 4

5. SUB-AWARD GRANT MECHANISMS ..... 6

6. CHERC GRANT TERMS ..... 12

## 1. PROGRAM OVERVIEW

The American Cancer Society believes that everyone should have a fair and just opportunity to prevent, find, treat, and survive cancer (Alcaraz et al., 2020). Societal conditions where people are born, grow, live, worship and age, have a profound effect on their health status and their ability to access cancer care and to carry-out care recommendations (Alfano et al., 2020; Braveman, 2017). This funding is intended to support the formation of Cancer Health Equity Research Centers (CHERCs) designed to target cancer health disparities unique to a local or regional community. We anticipate this funding will stimulate novel collaborations and approaches to mitigate societal risk factors contributing to our goals for achieving health equity and reducing cancer mortality.

### References

Alcaraz KI, Wiedt T, Daniels ED, Yabroff KR, Guerra C, Wender RC. Understanding and Addressing Social Determinants to Advance Cancer Health Equity in the United States: A Blueprint for Practice, Research, and Policy. *CA Cancer J Clin.* 2020; 70 (1):31-46.

Alfano CM, Leach CR, Smith TG, Miller KD, Alcaraz KI; Cannady RS, Wender RC, Brawley OW. Equitably Improving Outcomes for Cancer Survivors and Supporting Caregivers: A Blueprint for Care Delivery, Research, Education, and Policy. *CA Cancer J Clin.* 2019; 69:35-49.

Braveman P. A new definition of health equity to guide future efforts and measure progress. *Health Affairs Blog Health Equity.* 2017.

## 2. RESEARCH TO BE FUNDED

Due to the complexities associated with social determinants of health and cancer, multi-level and multi-sector research that addresses the interactions of factors responsible for cancer inequalities within communities is required. This RFA is a call for **solution-based research** addressing cancer health disparities that will contribute to achieving health equity. **Thirty percent (30%) of the planned research participants must be racial and ethnic minorities or live in rural or medically underserved areas.** Teams may propose collaborations with consortia of community hospitals and/or oncology practices, public hospitals, or other academic institutions or medical centers to accrue study participants. Collectively, the CHERC funds will support innovative research centered on a common goal of achieving sustainable health equity in your community.

### Research topics could include:

- Integration of social determinants of health screening tools and intervention into practice and ensuring that needs revealed are addressed and monitored.
- Strategies to prevent diagnostic or treatment delays regardless of health insurance or socioeconomic status, geographic location, age, race, ethnicity, gender, gender identify or sexual orientation.
- Strategies to increase participation of medically underserved populations in clinical trials.
- Strategies to overcome barriers or promote facilitators of treatment adherence, and interventions to targeting care planning and coordination between teams of health professionals caring for persons being treated for cancer.

### 3. APPLICATION DEADLINE

**Applications must be submitted electronically via proposalCENTRAL by 11:59 PM EST on October 16, 2023.** Application materials are available to the PI in proposalCENTRAL if the Letter of Intent is approved. No supplemental materials will be accepted after the deadline unless requested by staff for administrative purposes or when requested by the reviewers.

### 4. ELIGIBILITY

#### A. Eligible Institutions and Institutional Responsibilities

**Only 1 CHERC application can be submitted per Institution.**

The Society's grants and awards are made to not-for-profit institutions located within the US and its territories. Eligible institutions should meet the following criteria:

- A not-for-profit institution is one that can provide upon request a current letter form the Internal Revenue Service conferring 501(c)(3) status.
- Evidence of an active research program with a track record of extramural funding and publications in peer reviewed journals
- Documentations of appropriate resources and infrastructure to support the proposed research, including:
  - Adequate facilities and services
  - Fiscal and grants management infrastructure to ensure compliance with ACS policies and with federal policies regarding protections for human and animal subjects (e.g., a sponsored programs office or a contract with an IRB or IACUC)
  - A process for appointment and promotion equivalent to those in academic settings for staff scientists
  - Evidence of education, training, and mentoring for fellows and beginning researchers appropriate to the grant mechanism.

Grant applications will not be accepted, nor will grants be made, for research conducted at

- For-profit institutions;
- Federal government agencies (including the National Laboratories);
- Organizations supported entirely by the federal government (except postdoctoral fellowship applications);
- Organizations that primarily benefit federal government entities, such as foundations operated by or for the benefit of Veterans Affairs Medical Centers (VAMC). However, qualified academic institutions may submit applications on behalf of a VAMC if a Dean's Committee Memorandum of Affiliation is in effect between the 2 institutions

The American Cancer Society does not assume responsibility for the conduct of the activities that the grant supports, or for the acts of the grant recipient, because both are under the direction and control of the grantee institution and subject to its medical and scientific policies. Every grantee institution must safeguard the rights and welfare of individuals who participate as subjects in research activities by reviewing proposed activities through an institutional review board (IRB), as specified by the National Institutes of Health Office for Human Research Protections of the US Department of Health and Human Services (DHHS).

Furthermore, applicants, applicant institutions, and grantee institutions must adhere to DHHS guidelines as well as ACS guidelines regarding conflicts of interest, recombinant DNA, scientific misconduct, and all other applicable ACS policies and procedures.

To signify agreement with all ACS policies and procedures, an application for a grant must bear the e-signature of the principal investigator. Space is provided for e-signatures for the departmental chair (or equivalent) and institutional official to accommodate institution-specific requirements for proposal submissions, but neither are required for submission to ACS. **Note:** the PI must enable other users' access to the application on proposalCENTRAL to permit their e-signatures.

Once a grant is awarded, an institutional official signature's is required signifying institutional agreement with all ACS policies and procedures. The institution is responsible for verifying that all documentation related to the grant is correct, including all representations made by any named researcher (e.g., position or title). Further, the institution is responsible for verifying that the grantee is either a US citizen, a permanent resident with a Resident Alien Card ("Green Card") where applicable, or a non-US Citizen with required US government visa status. If the award does not require US citizenship or permanent residency, the institution is responsible for documenting the grantee's legal eligibility to work in the US for the duration of the award. For Postdoctoral Fellowships, if the terminal degree is granted after submission of the application, the institution must verify that the degree has been awarded prior to grant activation.

It is the responsibility of the institution to immediately report to ACS any finding that any information presented to ACS in connection with the application and/or grant is false. It is also the responsibility of the institution to immediately report to ACS any action including recertification, loss of certification, breach of contract, misconduct, or change in employment status for a named researcher with the institution. This includes administrative leave, which may occur during the term of any award pertinent to the work described in the grant application.

Failure to abide by the terms above, or by any other ACS policy or procedure, may result in suspension or cancellation of the grant, at the sole discretion of ACS. By accepting an American Cancer Society award, you agree to the Guidelines for Maintaining Research and Peer Review Integrity found in the Appendix of the [All Grant Policies](#).

## **B. Eligible Investigators**

### **Co-PIs or Multi-PIs are not allowed.**

All investigators must be at an accredited college, university, or medical school, within the United States (in accordance with ACS grant policies). Applicants from underrepresented groups and from Minority Serving Institutions (MSIs) are **highly encouraged** to apply. MSIs are institutions of higher learning that serve minority populations. For more information see U.S.C. Title 20.

We *strongly encourage* applications from diverse teams and study participants. **All applications should include individuals from underrepresented groups as members of their research team.** Applicants who are not from MSIs are encouraged to collaborate with

MSIs or health systems providing care to minority or underserved populations within their community to expand the impact and reach of their Center.

We use the [NIH criteria](#) for populations underrepresented in the scientific workforce.

**The CHERC PI must meet the following criteria:**

- A full-time faculty member at the rank of Associate or Full Professor at a college, university, medical school, or eligible non-profit within the United States or its territories. Assistant Professors who have led large R-level or equivalent grants and have held health leadership positions may apply.
- A track record addressing cancer health disparities or health equity as evidenced by: Extramural cancer research funding, a track record of mentoring junior investigators, publications in peer-reviewed journals, and administrative/leadership experience (e.g., deputy director or director of a program, center or department).
- A minimum of 10% effort is required for the Center PI.
- The CHERC PI **cannot** be a Sub-Award PI. The CHERC PI can be a Key Person on a sub-award, including the primary mentor of a PF or CSDG.

**Note:** Scientific investigators or individuals who are funded for any project by the tobacco industry, or whose named mentors are so funded, are not eligible for ACS grants. See our full policy regarding Tobacco-Industry funding in our [All Grant Policies](#) document.

## 5. SUB-AWARD GRANT MECHANISMS

The following ACS research grant mechanisms will serve as the CHERC Sub-Award mechanisms: Clinician Scientist Development Grant (CSDG), Postdoctoral Fellowship (PF), and Research Scholar Grant (RSG). Each Sub-Award PI must prepare their Sub-Award application. The Center PI may propose any combination of Sub-Award grant mechanisms that collectively does not exceed the maximum allowable budget. This format is intended to provide flexibility based on the research and workforce needs of the CHERC. All Sub-Awards must focus on at least 2 social determinants of health.

### A. CLINICIAN SCIENTIST DEVELOPMENT GRANT (CSDG)

**Description:** The Clinician Scientist Development Grant (CSDG) supports junior faculty members in becoming independent investigators as clinician scientists. This grant is designed for individuals, trained primarily as clinicians, who seek to maintain clinical practice and conduct research. The goals are to 1) strengthen their capacity to conduct cancer research and 2) increase their numbers. During the award term, individuals are expected to have an active role in clinical care and acquire the research training, mentoring, and experience necessary for transitioning into a successful career as an independent investigator. In addition to the research project itself, the activities during the award period must be designed to develop the necessary knowledge and skills in relevant areas through mentoring and training such as course work, lectures, seminars, self-directed learning, or workshops.

**Note:** Doctoral-level applicants who are non-clinicians, and clinicians no longer involved in clinical care, are not eligible to apply for the CSDG. If eligible, these researchers are encouraged to apply for the Research Scholar Grant or the Postdoctoral Fellowship.

**Eligibility:** Individuals meeting the following criteria are eligible to apply without prior approval from the American Cancer Society:

1. Have a clinical doctoral degree (e.g., MD, DO, DDS, DNP, DSW, PharmD, PsyD, DVM etc.) with an active license to provide clinical care. Applicants may also hold dual degrees such as MD/PhD, RD/PhD, DVM/PhD, etc.
2. Be within the first 6 years of an initial full-time faculty position
3. Provide justification to support the need for mentoring. Faculty with independent research programs and/or independent extramural research funding (an NIH R01 or equivalent) may not apply.
4. At the time of application, have no more than 3 years of mentored postdoctoral **research** training. Applicants who have completed institutional career development awards (e.g., NIH K12) are eligible, but recipients of individual career development awards, such as an NIH K07, K08, or K23 grant, are not. CSDG grantees may not hold concurrent career development awards. All time spent in mentored postdoctoral research training, including time spent in institutional career development awards, counts toward the 3-year limit on mentored research training.

Career path or extenuating circumstances may allow for an extension of eligibility. For instance, the following do not count against the applicant in determination of the timeframe for eligibility:

- **Exempt Clinical Training:** Internships, residencies, and oncology, or other subspecialty training (clinical fellowships) are not considered research training. Exposure to research during a clinical fellowship does not count against you. However, if you completed a joint clinical and research fellowship that would count toward the total allowable 3 years of mentored training. For example, if a formal mentored research year was added to a clinical fellowship.
- **Leave of Absence:** An appropriately documented leave of absence is not counted in the years of eligibility. Leaves of absence may include military service (except research training/experience), medical, or family leave.
- **Other Experience:** Time spent working in a non-research position (e.g., clinical, teaching, administrative, or technical) is not counted toward eligibility. Work in industry in which the applicant gains research experience is not exempt.

Please see the eligibility guide on [cancer.org](https://www.cancer.org) if further clarity is needed.

### **Requesting a formal evaluation of eligibility**

Applicants with extenuating circumstances or who remain uncertain about their eligibility status should email [grant.eligibility@cancer.org](mailto:grant.eligibility@cancer.org):

- In the body of the email, briefly state the reason for your request. Include 1) A letter describing the rationale for an exception to the eligibility rules, 2) A full curriculum vitae, and 3) A Biosketch
- The request must be submitted at least 6 weeks before the grant application deadline

- You will receive an email following the review of your eligibility with the outcome. If your request is approved include a copy of the email or the approval letter (if provided) in the Appendix of your application.

**Term:** Applicants may apply for a project period of 3 to 5 years, depending on the amount of mentored post-doctoral research training. The application deadline date determines the time frame and duration of eligibility for a CSDG. The following table shows eligibility for a MD or PhD clinician at the time of application.

Parameters for determining the CSDG project period (based on application deadline date):

<b>Postdoctoral, Mentored Research Training (years)</b>	<b>Max Project Period Allowed (years)</b>
0 to <3	4
3	3

**Budget:** Awards are made for up to 4 years and up to \$135,000 direct costs per year (maximum is \$540,000). If the CSDG Sub-Award is at an institution other than the CHERC institution, 8% allowable indirect costs can be budgeted.

- Applicants must obtain institutional commitment to dedicate at least 50% of their time to the proposed research and training plan.
- The budget for the grant period may include the applicant’s salary, prorated according to the percent of effort devoted to the project, and additional funds for the research and training activities proposed.
- The budget may include salary and benefits for the mentor(s) up to \$10,000 per year — the maximum amount regardless of the number of mentors.
- Grant-funded salaries of the applicant and mentor(s) may not exceed the NIH cap. If the salary of either exceeds this cap, the institution may supplement the Society’s contribution from other sources.
- Budgets must be realistic estimates of the funds required for the proposed research.

**Expenditures:** The Society is flexible in response to the changing needs of a research program. The principal investigator may make minor alterations (changes <\$15,000 per year) within the approved budget except where such expenditures conflict with the policies of the Society.

Major changes in expenditures (>\$15,000 per year) require written approval from your Scientific Director. However, for permanent equipment, the annual threshold requiring written approval is >\$5,000. Contact your Scientific Director for guidance.

**Renewals and Extensions**

- CSDGs are not renewable
- The CSDG PI may request an extension to the termination date for up to one year, without additional funds. The Scientific Director must receive the request from the CHERC PI and CSDG PI before the expiration of the grant.



## B. POSTDOCTORAL FELLOWSHIPS (PF)

**Description:** Postdoctoral Fellowships are designed to support individuals in programs of research training and study to enable new investigators to competitively qualify for independent careers in cancer research. Peer reviewers will consider whether the fellowship broadens the applicant's research training and experience.

An application for a Postdoctoral Fellowship must be endorsed by the applicant's proposed mentor and the head of the department in which the training will be conducted. A plan of training must be formulated and agreed on by the mentor and the applicant and described in detail in the application. Preliminary data included in the application must be carefully attributed to the person(s) responsible. There is an expectation that the fellow will commit 100% of research efforts to this project. It is expected that clinical scientists devote no less than 80% FTE during the award period.

**Term and Eligibility:** Postdoctoral Fellowships are awarded to institutions within the US or its territories to support individuals conducting postdoctoral research. US citizenship is not required for Postdoctoral Fellows. Non-citizens must hold appropriate visas at time of application. It is the responsibility of the applicant's institution to confirm that the applicant is eligible to apply for and accept the Fellowship. Applicants must have obtained their doctoral degree prior to activation of the fellowship and may apply for two- or three-year fellowships. The Society uses the application deadline date to determine eligibility and the duration of fellowship awards. An awardee may not hold a Postdoctoral Fellowship Award from another funding source (federal or non-federal) at the same time as the American Cancer Society award.

The following table may be used to clarify eligibility:

<b>Years PhD or MD has been held (at time of application)</b>	<b>Max Project Period (years)</b>
0 to <3	3
3 to 4	2

Individuals who have held a PhD or MD for more than four years at the time of application generally are not eligible for a fellowship. However, the following are not considered in the determination of eligibility:

- **Exempt Training:** Internships, residencies, and oncology subspecialty training (i.e., clinical training) are not considered research training, and do not count toward the 3-year limit beyond the terminal degree
- **Leave of Absence:** An appropriately documented leave of absence will not be counted in the years of eligibility. Leaves of absence may include military service (that does not include research training/experience), family leave, and teaching in a non-research position.

Applicants who are uncertain about their eligibility status (or may have extenuating circumstances and would like to request an extension) should first see our eligibility guide on cancer.org. If still uncertain, applicants may request an eligibility review but must do so no later than six weeks prior to the application submission deadline.

A request for evaluation of eligibility should be emailed to [grant.eligibility@cancer.org](mailto:grant.eligibility@cancer.org). Please attach: (1) A letter that includes the rationale for requesting an exception to the American Cancer Society eligibility rules; (2) A full curriculum vitae; and (3) A Biosketch. If your request is approved, you will receive correspondence via email confirming your eligibility to apply, which should be included in the Appendix of your application.

**Budget and Expenditures:** The award covers stipend support of \$66,000, \$68,000, and \$70,000 for the first, second, and third years, respectively. Fellows eligible for only 2 years may request progressive stipends of \$68,000 and \$70,000, respectively. The annual stipend must be used solely for the salary support of the fellow. The institution may supplement the stipend with non-grant funds, as long as 100% of the research effort on the Society Fellowship is maintained. The Society does not withhold any amount for income tax purposes. The applicant should contact the Internal Revenue Service to determine the tax status of the fellowship.

The budget for an ACS Postdoctoral Fellowship includes a \$4,000/year fellowship allowance to be used to help defray costs incurred for the benefit of the fellow. Examples of such costs are health insurance, workshop costs and expenses associated with **presenting** at a domestic scientific meeting(s). Usage of the annual allowance to attend conferences, **but not present**, is restricted to \$1,500 per year. In the last year, an additional \$1,500 is added to the fellowship allowance for postdoctoral fellows to be prioritized for travel costs to attend the American Cancer Society Jiler Professors and Fellows Conference, if offered that year, or expenses associated with presenting at another domestic scientific meeting.

**Paid Parental Leave:** New parent postdoctoral fellows may elect to take parental leave for the adoption, fostering, or birth of a child. The fellow will not perform research during family leave but will continue to receive the ACS stipend/salary for up to 12 weeks (minimum of 4 weeks). In addition, ACS will extend the end date of the postdoctoral fellowship with a supplement equivalent to the amount of time used for ACS parental leave, allowing the postdoctoral fellow to complete the full fellowship term and retain their stipend while on leave.

The fellow should review their institution's parental leave policy prior to requesting ACS parental leave. If an institution offers paid parental leave for postdoctoral fellows, the fellows must first use institutional leave and ACS will pay for leave up to 12 weeks. They may not receive paid leave from both the institution and ACS concurrently. The fellowship supplement at the end would provide salary for a time equivalent to the amount of ACS (or institution + ACS) leave.

Postdoctoral fellows taking leave that extends beyond the grant end date would receive salary for up to 12 weeks leave and the time remaining on their grant. Prior to notifying the ACS, fellows should discuss parental leave with their mentor(s) and notify their Scientific Director 30- 60 days, or as soon as possible, before the anticipated leave. The fellow must download and submit a Parental Leave Form in proposalCENTRAL as well as upload a letter from their mentor/s acknowledging the leave. The fellow will be notified when their leave has been approved. The fellow and their mentor should notify their Scientific Director by email upon returning to work.

**Grant Cancellation:** If the fellow cancels their fellowship early, the CHERC PI should contact the Scientific Director to discuss reallocation of remaining funds.

## C. RESEARCH SCHOLAR GRANT (RSG)

**Description:** Research Scholar Grants (RSGs) provide support for independent, self-directed researchers including clinician scientists. Applicants may pursue research questions across the cancer research continuum. The research must be multi-level and involve  $\geq 2$  social determinants of health. These grants typically contribute to the cost of salaries, consumable supplies, and other miscellaneous items required for the research. The application must convey the commitment of the institution to the applicant and the proposed research activities. The Society will only recognize one PI, who is responsible and accountable for overseeing the project.

**Eligibility:** Applicants must be independent, self-directed researchers or clinician scientists. Any career stage is allowed, and there is no citizenship requirement. The PI's institution must provide space and other resources customary for independent investigators. There is no limit to the level of extramural funding, as long as there are no overlapping scientific objectives.

**Independence:** When peer review committees evaluate an RSG applicant, they look for evidence of administrative and scientific independence.

*Administrative independence* is typically demonstrated by a full-time faculty appointment (normally equivalent to Assistant Professor); a tenure-track position; allocated office and/or laboratory space; a start-up package; and institutional commitment defined and verified in a letter from a department chair or equivalent.

Evidence of *scientific independence* could include prior grant funding and senior-author publications. This award will be made only for project-related work that is wholly directed by the applicant.

Specific evidence of an applicant's independence may include:

- Degree: PhD, MD, or terminal degree in the field of specialty.
- Title/Appointment: Assistant Professor (or higher); Research Assistant Professor; or comparable position (i.e., Assistant Member). Individuals with the rank of Instructor may apply if that rank confers principal investigator status at their institution.
- Training Experience: In most disciplines, applicants will have completed a period of postdoctoral or other research training.
- Space: Committed independent research facilities.
- Publications: Corresponding or senior authorship for publications in the investigator's main area of research interest. This is desirable but not required.
- Institutional support: At least partially through hard-money, or money for start-up or equipment.

**Budget and Award Period:** RSGs fund up to 4 years at \$200,000/year direct costs (maximum \$800,000). If the RSG Sub-Award is at an institution other than the CHERC institution 20% allowable indirect costs can be budgeted.

Equipment that equals or exceeds \$5,000 with a useful life of more than one year, is not included in the direct cost total used to calculate indirect costs.

Personnel may receive salary support up to the National Institutes of Health salary cap, prorated according to their percent effort on the project. Budgets submitted must be realistic estimates of the funds required for the proposed research.

No Cost Extensions (NCE) for up to 1-year may be requested by the CHERC and RSG PIs. The PIs must consult with their Scientific Director prior to submitting the NCE request form found on proposalCENTRAL. Typically, the maximum total dollar amount that can be carried is equal to or less than one year of direct costs, plus 20% allowable indirect costs.

**Expenditures:** The Society is flexible in response to the changing needs of a research program. The PI may make minor alterations (changes \$15,000 per year) within the approved budget except where such expenditures conflict with the policies of the Society. Major changes in expenditures (>\$15,000 per year) require written approval from your Scientific Director. However, for permanent equipment, the annual threshold requiring written approval is >\$5,000. Contact your Scientific Director for guidance.

## **6. CHERC GRANT TERMS**

### **A. BUDGET AND AWARD PERIOD**

A total budget of \$4.08 M (\$3.4M direct cost plus 20% indirect cost) for a 4-year project period will be given as an institutional block grant to support research, collaboration, training, and community engagement. Collectively, the CHERCs will facilitate new collaborations and support innovative research centered on a common goal of achieving sustainable health equity within its community.

### **B. INDIRECT COSTS**

The CHERC can budget 20% indirect costs. Sub-Awards at the CHERC institution cannot claim indirect costs. However, Sub-Awards at institutions other than the CHERC institution may budget indirect costs – 20% for RSG, 8% for CSDG, 0% for PF. Subcontracts may claim indirects for the work performed at the secondary institution (20% for RSG or 8% for CSDG), but the primary institution must exclude the subcontract direct costs when calculating their indirect cost total.

### **C. GRANT MANAGEMENT AND PAYMENTS**

New grantees will receive a packet of information with instructions for activating the award. The activation form as well as other important information about the grant can also be found at <https://proposalcentral.com/> (select the Award tab to see the Post Award Management site).

Grant payments will be made at the end of each month. The ACS makes all payments to the sponsoring institution via electronic funds transfer or via a mailed check depending on the preference selected on the grant activation form.

Acknowledgement of payment by the sponsoring institution is not required. Continued funding by ACS throughout the grant period is contingent upon the institution's compliance with all terms related to the grant; failure to comply with all of the grant terms may result in a suspension or cancellation of the grant, to be determined by ACS at its sole discretion.

**Note:** If a Sub-Award is terminated early for any reason, the Sub-Award PI is only entitled to the pro-rated amount of the award.

Personnel compensated in whole or in part with funds from the ACS are not employees of the Society. Consequently, institutions are responsible for issuing appropriate IRS tax filings for all individuals receiving compensation from ACS grants, and for withholding and paying all required federal, state, and local payroll taxes for such compensation. Any tax consequences are the responsibility of the individual recipient and the sponsoring institution. We advise all grant and award recipients to consult a tax advisor regarding the status of their awards.

#### D. REQUIRED PROGRESS REPORTS

Annual research progress reports are required for the Center and all Sub-Awards. The Center Principal Investigator must submit a report of the annual Cancer Health Equity Research Center progress. This report shall consist of the following:

- The name of each awardee with degree(s).
- The title of the project, its term, and the amount awarded; and
- A copy of each Sub-Award's technical abstract submitted initially with the Cancer Health Equity Research Center project application.

The Center PI is responsible for collected and uploading annual progress reports for the Sub-Award projects. These can be uploaded as attachments with the Center's annual progress report deliverable.

In addition, the Technology Transfer Officer at the institution will be required to submit a yearly Intellectual Property (IP) report. See [All Grant Policies](#) for more information on IP reporting.

All required report forms for grants are located at <https://proposalcentral.com>.

#### E. FINANCIAL RECORDS AND REPORTS

For the Society's purposes, funds are considered expended once they have been allocated from the Cancer Health Equity Research Center to the individual investigator, who has 2-4 years to spend the monies, depending on the Sub-Award mechanism. The final report of expenditures is due 90 days following the expiration date of the project period stated in the award letter. To access the necessary form for a final report of expenditures, go to <https://proposalcentral.com>.

For example, if a Cancer Health Equity Research Center was in effect from January 1, 2023 to December 31, 2026, the report of expenditures will be due on March 31, 2027.

#### F. EXPENDITURES

This award is not designed to cover the total cost of a Cancer Health Equity Research Center. Furthermore, American Cancer Society *research* grants are not designed to cover the total cost of the research proposed or the investigator's entire compensation. The grantee's institution is expected to provide the required physical facilities and administrative services normally available at an institution.

For grants that allow indirect costs, the calculation of allowable indirect costs includes all budget items except permanent equipment.

The budget of the CHERC may include partial salary support for the Cancer Health Equity Research Center Principal Investigator.

In addition, the Society's **research grants** do NOT provide funds (direct budget) for such items as:

- **Foreign Travel** (special consideration is given for attendance at scientific meetings held in Canada)
- **Administrative**
  - Secretarial or administrative salaries
  - Membership dues
- **Tuition, books, and fees**

- Student tuition and fees (graduate or undergraduate). However, tuition is an allowable expense for the principal investigator of a Postdoctoral Fellowship or Clinician Scientist Development Grant.
- Books and periodicals, except required texts for coursework in the approved training plan for Postdoctoral Fellowships or Clinician Scientist Development Grants.
- **Office or laboratory setup and expenses**
  - Office and laboratory furniture
  - Office equipment and supplies
  - Rental of office or laboratory space
  - Construction, renovation, or maintenance of buildings or laboratories
- **Other**
  - Recruiting and relocation expenses
  - Non-medical services to patients (travel to a clinical site or patient incentives are allowable expenses)

Society research and mentored grant funds may be used for computers for research and training purposes, which can be purchased with direct funds from the equipment budget. See specific policies for each Sub-Award mechanism.

Society research grants can be used for the following expenditures:

- Research supplies and animal maintenance
- Technical assistance
- Domestic travel when necessary to carry out the proposed research program
- Publication costs, including reprints
- Office equipment and supplies
- Research supplies
- Non-medical services to patients (travel to a clinical site or patient incentives are allowable expenses).
- Costs 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 (Special justification is necessary for items exceeding this amount.)
- Registration fees at scientific meetings

## H. OWNERSHIP OF EQUIPMENT

Equipment purchased under ACS research grants or grant extensions is for use by the principal investigator and collaborators. Title of such equipment shall be vested in the institution at which the principal investigator is conducting the research. **Note:** Since Sub-Award PIs cannot transfer their grants to a different institution, equipment purchased with grant funds cannot be transferred to the new institution.

## I. PUBLICATIONS AND OTHER GRANT-RELATED COMMUNICATIONS

*When and how to acknowledge your ACS grant:*

Publications resulting from research or training activities supported by the American Cancer Society must contain the following acknowledgment: "Supported by [name of grant and number] from the American Cancer Society." When there are multiple sources of support, the

acknowledgment should read “Supported in part by [name of grant and number] from the American Cancer Society,” along with references to other funding sources.

The Society’s support should also be acknowledged by the grantee and the institution in all public communication of work resulting from this grant, including scientific abstracts (where permitted), posters at scientific meetings, press releases or other media communications, and internet-based communications.

Although there is no formal ACS approval process for publications by Society grantees, it is helpful to notify your Scientific Director when manuscripts have been accepted for publication. This will allow ample time for additional public or Society-wide notifications. If your institution plans a press release involving any of your Society-supported research, please notify the ACS communications representative (contact information on your award letter) or your Scientific Director in advance.

ACS grants to you a limited, revocable, non-transferable license to use the ACS logo (as shown below) in association with your funded work. We encourage you to use it on scientific posters, Power Point presentations, and any other visual presentation about your funded work where the ACS is noted as a funding source. In turn, you agree to provide any materials featuring the ACS logo upon our request.

Permission to use the logo is limited to the uses outlined in the above paragraph. It should not imply ACS endorsement of products such as guidelines, websites, software for mobile devices (apps), tool kits, and so on.



## J. NOTIFICATION OF CHANGES

The following updates should be communicated with your Scientific Director.

- **Withdrawal of Application:** Notify the Department promptly of your intent to withdraw your application. Include in your letter or email, the PI name, application number, and reason for withdrawal.
- **Change of Address:** Notify the Department via email if a mailing address, email address, or phone number has changed since a submission. Include the PI name and application number on the correspondence and update your information in proposalCENTRAL.
- **Change of Institution:** No changes of institution are allowed
- **Change of Team Members:** Changes to a Sub-Award PI or research team must be discussed with and approved by the Scientific Director prior to making any changes.
- **Change of Primary Mentor:** A change of primary mentor for the recipients of Postdoctoral Fellowships or Clinician Scientist Development Grants is not routinely allowed but will be considered on a case-by-case basis. If a change in primary mentor also involves a change in project and/or institution, a new application may be requested.
- **Leave of Absence:** See in the postdoctoral fellowship section above for details about parental leave (for Fellows only). All other requests for a leave of absence by PIs (all funding mechanisms) will be handled on a case-by-case basis. If possible, please contact the Scientific Director at least 30 days prior to the proposed beginning of leave.

**The Society reserves the right to deny requests for extensions, leaves of absence, or transfers.**

#### **K. CANCELLATION OF GRANT**

If a grant is to be canceled prior to the original termination date, contact your Scientific Director, and submit the Request for Cancellation form found in the “Deliverables” section at <https://proposalcentral.com>. The ACS may cancel a grant at its sole discretion if the institution fails to comply with the terms and obligations related to the grant.

In the event a grant is canceled, the institution is only entitled to the prorated amount of the award accumulated between the start and termination dates. If a Postdoctoral Fellowship is cancelled prior to its end date, payments of the fellowship allowance will be prorated on a monthly basis. The Society assumes no responsibility for expenditures in excess of the prorated amount.

If an award is canceled after the initiation of the grant period, a final report will be due within 60 days of the termination date describing the work completed up to that point.

#### **L. ORGANIZATIONAL ASSURANCES**

The Center PI and his or her institution must ensure that organizational assurances/certifications from all team members are obtained.

These may include:

- **IRB and/or IACUC Approvals.** If applicable, these are required before grant activation.
- **Human Subjects or Vertebrate Animals.** All activities involving either human or vertebrate animals as subjects must be approved by an appropriate institutional committee before the grant will be activated.
- **HHS Compliance.** Compliance with current US Department of Health and Human Services research subjects’ protection regulations.
- **ACS Guidelines.** These include conflict of interest, recombinant DNA, and scientific misconduct and are required.

The institution of the Center PI is responsible for the accuracy, validity, and conformity with the most current institutional guidelines for all administrative, fiscal, and scientific information in the application.

If funded, the institutional official signing the grant activation form further certifies that the CHERC Institution will be accountable both for the appropriate use of any funds awarded and for the performance of the grant-supported project or activities resulting from this application. The CHERC Institution may be liable for the reimbursement of funds associated with any inappropriate or fraudulent conduct of the project activity.

If a grant is funded, it is the responsibility of the institution to immediately report to ACS any action including recertification or loss of IRB approval that occurs during the term of the award that is related to the work described in the grant application.

**By accepting an award, the Center PI agrees to the Guidelines for Maintaining Research and Peer Review Integrity that can be found in the Appendix of the [ACS All Grant Policies](#) document.**

#### **M. RESUBMISSION OF UNFUNDED GRANTS**



- Unfunded CHERC applications may be resubmitted up to 2 times. The entire CHERC (Center and all Sub-Awards) may be resubmitted, or individual Sub-Award projects may be resubmitted, if they did not receive a fundable score during review. **Exception:** Postdoctoral Fellowships can only be resubmitted 1 time.

#### **N. RENEWALS AND EXTENSIONS**

- These grants are not renewable.
- If an extension for a Sub-Award or the CHERC is needed, the Center PI should discuss the request, amount of funds to be carried over, and the timeline with the ACS Scientific Director. The Scientific Director must receive this request 60 days before the expiration date of the grant. The maximum no cost extension that can be requested is for 1 year (Center, RSG, CSDG only).

#### **O. ADDITIONAL ACS GRANT POLICIES**

The following Policies apply to all ACS Grants. More information can be found in the [All Grant Policies](#) Document.

- Authority for Making Grants
- Source of Funds
- Tobacco-Industry Funding Policy
- Collaborations with ACS Intramural Scientists
- Receipt and Peer Review of Applications
- Intellectual Property Rights
- Guidelines for Maintaining Research and Peer Review Integrity (Appendix A)
- Instructions for submitting deliverables (Appendix B)