

**DIVISION OF CANCER BIOLOGY**  
**ACTIVITIES TO PROMOTE RESEARCH COLLABORATIONS**

FY 2010 Guidelines and Information for Applicants

**ANNOUNCEMENT**

The **Division of Cancer Biology (DCB)** at the **National Cancer Institute (NCI)** announces for the Federal fiscal year of 2010 the opportunity for current DCB grantees to seek supplemental funding for existing DCB-funded research projects to support and encourage multidisciplinary scientific collaboration among DCB and NCI grantees, as well as with other members of the scientific community. This initiative known as the **Division of Cancer Biology Activities to Promote Research Collaborations (DCB-APRC) Program** can support novel collaborative activities in cancer biology that bring together new ideas and approaches from disparate scientific disciplines. The proposed DCB-APRC activities must be within the overall scope of the active parent DCB grant.

This is a **one-time announcement with a single receipt date of March 15, 2010**.

Late applications will not be accepted. Requests must be submitted as described in these DCB-APRC Program guidelines. Although the financial plans of the NCI provide support for this program, administrative supplement awards pursuant to this initiative are contingent upon the availability of funds and the receipt of a sufficient number of meritorious requests.

The DCB-APRC Program is anticipated to be highly competitive with limited funding; only a few supplements will be awarded. Before submission, all grantees are strongly encouraged to contact their DCB Program Director to discuss the planned collaboration and application.

This document describes the: (1) purpose; (2) background; (3) administrative mechanism to promote research collaborations; (4) eligibility requirements; (5) review considerations and criteria; (6) preparing an administrative supplement request; (7) post-award requirements; (8) terms of award, (9) administrative and national policy requirements, (10) reporting, (11) application deadline; (12) electronic submission, (13) mailing address for paper submission; and (14) contact information for inquiries.

**BACKGROUND**

The DCB supports research that enhances our understanding of the basic mechanisms underlying the onset and progression of cancers. DCB supports and funds grants in basic cancer cell biology, tumor biology and metastasis, cancer immunology and hematology, cancer etiology (including chemical & physical carcinogenesis, and viral carcinogenesis), mechanisms underlying DNA and chromosome aberrations, and structural biology and technology development. Many of the most novel and exciting advances in cancer research derive from the integration of findings from previously disparate fields of research. For such advances to be made, it is necessary for

researchers with varying interests (possibly in differing fields) to initiate collaborative research interactions. Through the DCB-APRC Program, NCI can provide administrative supplements to DCB grantees for such interactions.

Examples:

- Collaborations that allow the participants to move into new and important areas of cancer research;
- Collaborations that include expertise from other fields, and thereby have the potential to expand the pool of talented scientists working in cancer research areas; and
- Collaborations that bring a novel approach to an important area of cancer research.

**ADMINISTRATIVE MECHANISM FOR PROMOTING RESEARCH COLLABORATIONS**

Typically, DCB-APRC consortia will be composed of 2-3 collaborating units of investigators (often from complementary fields) focused on achieving specific research objectives by pooling their respective expertise and efforts. A minimum of 2 collaborating units are required. The DCB-APRC consortium will carry out joint research that would not be possible to conduct expeditiously, if at all, in the absence of these collaborators and this additional funding support.

The collaborative research project must be within the general scope of the PI's active DCB-funded grant and cannot be duplicative of any active or previously funded research topic for any of the consortium members.

**Important Restriction: The collaboration within the APRC research project proposed must be new. Collaborators with prior history of collaboration (including publications) in the past 5 years are not eligible as individual (separate) collaborating units. If collaboration has occurred within 5 years, these particular researchers will be considered a single (combined) collaborating unit. In this instance, another collaborator or collaborating unit is required for DCB-APRC eligibility.**

- The maximum budget allowed for a single collaborating unit is **\$45,000 direct costs per year**.
- The maximum combined consortium budget is **\$135,000 direct costs per year**, regardless of the number of collaborators or collaborating units.

**ELIGIBILITY REQUIREMENTS**

- 1) Only researchers with active DCB funding through one of the grant mechanisms identified below may submit and be the PI of a DCB-APRC request.
- 2) The applicant PI must have an active R01, P01, R33, R37, R21, U01, or U54/U56

- grant with DCB. No other grant mechanisms are eligible for this program.
- 3) RC1 and RC2 grants funded through the American Recovery & Reinvestment Act are not eligible for DCB-APRC funding
  - 4) For 1-year supplement requests, at least one full year must remain on the DCB parent grant at the time of anticipated funding (June 1, 2010); for requests up to 2 years, a corresponding amount of time must remain on the parent grant. See the Budget Specifications section for more details.
  - 5) The leader of each collaborating unit must be a Principal Investigator with active peer-reviewed research funding support at the time of this supplemental funding, but it may be from peer-reviewed sources other than NIIH. This funding must be active a substantial fraction of the proposed APCR project and/or have a high likelihood of being renewed during the APCR project period.
  - 6) Investigators may come from the same or different departments within an institution, or from different institutions.
  - 7) Racial/ethnic minority individuals, women, and persons with disabilities are encouraged to participate in this opportunity for DCB-APRC supplemental support.

Before submitting a request, interested researchers are strongly encouraged to contact their DCB Program Director to verify whether their “parent “ grant and the anticipated new collaborations meet the eligibility criteria outlined.

### **REVIEW CONSIDERATIONS AND CRITERIA**

DCB-APRC administrative supplement requests will be evaluated scientifically by NCI Program staff and administratively & financially by NCI Grants Management staff, with expertise relevant to the supplement request.

**NOTE:** The NIH Center for Scientific Review will not conduct these reviews. Furthermore, status of these supplement applications will not be found in the NIH Commons.

Awards will be determined on a variety of factors and priorities including the scientific merit of the supplement request, and the availability of funds. Applicants will be notified by their DCB Program Director regarding the review outcome.

Selection factors and priorities include, but are not limited to, the following:

- The importance of the specific questions to be asked and the potential benefit to cancer research;
- The novelty or uniqueness of the opportunity presented by the proposed activity;
- The novelty or uniqueness of the collaboration, and the extent to which disparate scientific disciplines are represented within the collaboration;
- The expertise of the research/scientific teams proposed to conduct and achieve the goals of the supplemental study or accelerate the tempo of scientific research; and

Proposed activities should also:

- Provide additional value to the underlying funded research (parent grant) of the PI and the collaborating investigators;
- Demonstrate sound study/experimental design;
- Provide a realistic scope of work, given the time and budget requested; and
- Clearly document the contributions of each of the participating collaborative units and individual researchers.

## **PREPARING AN ADMINISTRATIVE SUPPLEMENT REQUEST**

Requests for Administrative Supplement under the DCB-APRC program must be prepared using the current PHS 398 grant application forms (available at: <http://grants1.nih.gov/grants/funding/phs398/phs398.html>). Font size restrictions apply as designated within the PHS398 instructions. The following elements must be included.

1) **Cover Letter** - Specify that this is a request for an Administrative Supplement under the DCB-APRC program and include the following information:

Project Director/Principal Investigator (PD/PI) name;

- Parent grant number and title;
- DCB-APRC supplement title (this must be different from the parent grant)
- Amount of the requested supplement;
- Name and title of the authorized institutional official; and
- Phone, email, and address information for both the PD/PI and the Authorized Organization Representative (AOR).

The cover letter must be signed by the AOR.

2) **PHS 398 Form Page 1** (Face page) [MS Word](#) [PDF](#)

- The title of the project (Box 1) must not be the title of the parent award; rather, assign a new title reflective of the science in the DCB-APRC supplemental project.
- The NIH Notice (number: NOT-CA-10-015 and title: “Administrative Supplements for Division of Cancer Biology Activities to Promote Research Collaborations”) should be cited in Box 2, and the “yes” box should be checked.
- The Project Director/Principal Investigator (PD/PI) must be the same individual as the PD/PI on the DCB parent award.
- The remaining items on the face page should be filled out in accordance with the PHS 398 application instructions.

3) **PHS 398 Form page 2** [MS Word](#) [PDF](#)

Note: The project “summary” is that of the administrative supplement, not the parent grant. All other information requested on Form Page 2 should be provided.

**4) A brief proposal describing the supplement project, including:**

**a) Scope of the overall project and the anticipated contribution of the requested supplement** (not to exceed **five** pages). Summarize the activities that were included in the parent grant that encompass those proposed in the supplemental request. This section should include a description of the supplement's purpose including research design/proposed scientific activities and methods and data analysis. Describe the relationship of the supplement request to the parent grant. For the proposed collaborative research project, include the following:

- Specific aims, background, and significance;
- Description of how the APRC proposal provides additional value to the underlying research (parent grant) of the PI and the collaborating investigators;
- Preliminary studies; and
- Experimental design presented in adequate detail to allow scientific evaluation of the feasibility.

**b) Itemized budget for the supplement with a justification that details the items requested, including facilities and administrative (F&A) costs and a justification for all personnel and their role(s) in this project.** The budget requested must be appropriate for the work proposed in the supplement request. Applicants are encouraged to discuss budgets with their DCB Program Director. All applications under this notice must include detailed budgets on the PHS 398 Form Pages 4 ([MS Word PDF](#)) and 5 ([MS Word PDF](#)). Modular budget pages will not be accepted even when the parent grant was funded as a modular grant.

Budget Specifications

- (1) All DCB-APRC funding will be in the form of administrative supplements to existing active DCB-funded research grants. A single supplement award will be issued to the DCB parent grant; however the applicant institution may subcontract to the outside collaborators.
- (2) Supplements will be funded with a start date of June 1, 2010 and awarded for 12 to 24 months or any amount of time between. Requests for periods exceeding 24 months will not be considered.
- (3) Facilities and Administrative costs (indirect costs) are permitted at the grantee institution's current negotiated rate. These must be clearly annotated.
- (4) Salary support for the PI and collaborators is not permitted.
- (5) The parent DCB grant must have sufficient time remaining to accommodate the DCB-APRC supplement. At least one full year must remain on the grant at the time of funding; and longer if the requests are greater. Requests for no-cost extensions on the parent grant to accommodate a DCB-APRC supplement will not be permitted.
- (6) Synchronize the supplement budget to the DCB parent grant and prorate as

necessary for the amount of time requested. For example, if the DCB-APRC supplement is requested for a period of 24 months, the parent grant has a budget period starting March 1<sup>st</sup>, and the prescribed supplement funding start date is June 1<sup>st</sup>, then the supplement budget must be illustrated as follows for a total of 24 months:

Current fiscal year remaining = 9 months (June 1 – February 28)  
Next Fiscal year = 12 months (March 1 – February 28)  
Following fiscal year = 3 months (March 1 – May 30)

If there are less than 3 months remaining on the parent grant's current year at the time of APRC funding, supplement funding will be delayed to synchronize with the anniversary date of the DCB parent grant.

- (7) A detailed budget explanation and justification must be included in the application with each year's budget clearly detailed. Include justified budgets for each collaborating unit and a summary budget for the entire DCB-APRC project.

c) **Biographical Sketches for all new Senior/Key Personnel.** There is no need to repeat information previously provided for other Senior/Key Personnel in the DCB parent grant. However, provide biosketches for any Senior/Key personnel added to the project as part of any new collaboration should provide a biosketch as described in the following documents: . Biosketches must adhere to the PHS 398 format and requirements ([MS Word](#), [PDF](#)).

d) **Human Subjects/Vertebrate Animal documentation** (if applicable). Include a current Human Subjects/IRB or Vertebrate Animals/IACUC approval letter, if available. Otherwise, this letter will be required at the time of funding. All appropriate IRB and IACUC approvals must be in place prior to a supplement award being made.

Any differences in the involvement or use of human subjects or specimens, or use of vertebrate animals, between the administrative supplement activity and the parent grant should be noted, but may constitute an unallowable change in scope to the parent grant. Please first discuss this aspect with your DCB Program Director. When appropriate, details should be provided on the protection of human subjects and inclusion of women, children, and minorities. Additional guidance on Human Subjects Research and Vertebrate Animals is provided under Part II of the PHS 398 instructions (<http://grants1.nih.gov/grants/funding/phs398/phs398.html>).

e) **In addition, please provide the following:**

- **Summary of Each Collaborator's Specific Contributions** – 1 page total for all collaborators combined. Specify the intellectual contribution of the collaborators to the research project.
- **PHS Other Support Format Page** – Documentation of active research funding (i.e., NIH, other federal, private sources, etc.) for all collaborating investigators.
- **Letters of Intent to Collaborate** – Provide a letter for each collaborating unit leader located at an institution different from that of the PI, cosigned by the AOR

from that institution.

**Note: Appendices and supplemental material will not be accepted or forwarded to reviewers. Please keep these applications concise.**

## **POSTAWARD REQUIREMENTS**

PIs may be required to attend a DCB-sponsored APRC Grantee Workshop near the end, or soon after, the APRC project has been completed. Collaborators would also be encouraged to attend (limited to one collaborator per project). DCB would assume these costs and would notify the PI of the scheduled dates of the workshop.

## **TERMS OF AWARD**

A formal notification in the form of a Notice of Award (NoA) will be provided to the grantee organization. The NoA signed by the grants management officer is the authorizing document. Once all administrative and programmatic issues have been resolved, the NoA will be generated via email notification from the awarding component to the grantee business official.

Selection of an application for award is not an authorization to begin performance. Any costs incurred before receipt of the NoA are at the recipient's risk. These costs may be reimbursed only to the extent considered allowable pre-award costs.

## **ADMINISTRATIVE and NATIONAL POLICY REQUIREMENTS**

A DCB Program Director will be assigned to each funded application. He/she will assume responsibility for programmatic stewardship of the award.

All NIH grant and cooperative agreement awards include the NIH Grants Policy Statement as part of the NoA. For these terms of award, see the [NIH Grants Policy Statement Part II: Terms and Conditions of NIH Grant Awards, Subpart A: General](#) and [Part II: Terms and Conditions of NIH Grant Awards, Subpart B: Terms and Conditions for Specific Types of Grants, Grantees, and Activities](#).

## **REPORTING**

Awarded administrative supplements that include a commitment for funding in FY2011 will be required to submit a separate Non-Competing Continuation Grant Progress Report (PHS 2590) and financial statement as required in the NIH Grants Policy Statement.

## **APPLICATION DEADLINE**

Requests for the DCB-APRC administrative supplements must be submitted to NCI as described in these DCB-APRC Program Guidelines. This is a one-time announcement and requests must be received on or before, or postmarked by, **March 15, 2010**. Late

applications will not be accepted.

Applications must be signed by the Authorized Organizational Representative (AOR).

Applicants are strongly encouraged to submit requests electronically as an e-mail attachment (PDF or MS-Word file); however, the signature of the AOR must be clearly visible. The requests may also be submitted in paper form to the DCB-APRC Program Director listed below.

Please note that the NIH Center for Scientific Review (CSR) is not involved in receipt and processing of these requests. Supplements are not to be submitted via Grants.gov, or era, or to the Division of Receipt and Referral, CSR.

### **ELECTRONIC SUBMISSION**

Send electronic copy of the request as e-mail attachment to [whitest@mail.nih.gov](mailto:whitest@mail.nih.gov). In this case, no paper form is required.

### **MAILING ADDRESS FOR PAPER SUBMISSION**

If sending paper form by U.S. mail or express delivery, the original and 1 copy are requested. Mail to:

#### **DCB-Activities to Promote Research Collaborations Program**

C/o Stephen White, M.S.

DCB-APRC Program Director

National Cancer Institute, NIH, HHS

6130 Executive Boulevard, EPN Room 5048

Bethesda, MD 20892-7150 (for U.S. Postal Service regular or express mail)

Rockville, MD 20852 (for non-U.S.P.S. delivery)

Telephone: (301)496-5307

E-mail: [whitest@mail.nih.gov](mailto:whitest@mail.nih.gov)

### **INQUIRIES**

Direct all program/scientific related questions/inquiries to your DCB Program Director or to:

#### **Division of Cancer Biology (DCB)**

Daniel Gallahan, Ph.D.

Deputy Director, DCB

National Cancer Institute, NIH, HHS

Telephone: (301) 496-8636

FAX: (301) 496-8656

E-mail: [gallahad@mail.nih.gov](mailto:gallahad@mail.nih.gov)

Direct all financial and grants management-related questions or inquiries to:

**Office of Grants Administration (OGA)**

Joy Kearse

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