2020 St. Baldrick's Foundation Grant Application Information and Guidelines for

St. Baldrick's Robert J. Arceci Innovation Award (U.S./Canada)

and

St. Baldrick's Robert J. Arceci *International* Innovation Award

U.S./Canadian Award:

- Nominations open Wed., Jan. 8
- Nominations due by Fri., Jan. 31
- Candidates for consideration chosen and notified by Wed., Feb. 12
- Nominee requirements due by Fri., Feb. 28
- Award recipient notified by April 6
- Award announced at ASPHO spring meeting, May 6-9, Fort Worth *(Recipient must be present)*

International Award:

- Nominations open May 1
- Nominations due by May 29
- Candidates for consideration chosen and notified by June 22
- Nominee requirements due by July 10
- Award recipient notified by August 31
- Award announced at SIOP meeting, Oct. 14-17, Ottawa, Canada *(Recipient must be present)*

Note: The St. Baldrick's Foundation Robert J. Arceci Innovation Award cannot be applied for; nominations are received and the award is granted at the St. Baldrick's Foundation discretion. While this award is unique and focuses on innovation with freedom from the constraints of normal grant mechanisms, the following guidelines apply.

ABOUT THE ST. BALDRICK'S FOUNDATION

The St. Baldrick's Foundation is a volunteer and donor powered charity committed to supporting the most promising research to find cures for childhood cancers and give survivors long and healthy lives.

It started with a friendly dare: would you shave your head to raise money for kids' cancer research? What happened next would change the world. This bold act of baldness has gained

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major momentum, since its start in 2000. Today, we have more than 1,000 head-shaving events taking place around the world at pubs, restaurants, schools, churches, parks, firehouses, military bases – you name it. It is our constituents' way of changing the world, in a meaningful way.

Since the Foundation's first grants as an independent charity in 2005, St. Baldrick's has invested more than $279 million in childhood cancer research grants worldwide. It's about collaboration. It's about powerful ideas, big and small. It's about never giving up until we have cures for all kids with cancers.

For more information, please visit StBaldricks.org. You can also search current and past grants at StBaldricks.org/grants.

St. Baldrick's Robert J. Arceci Innovation Awards Overview:

- Awards to be granted and administered by the St. Baldrick's Foundation
- One award to a U.S. or Canadian researcher, to be presented at an ASPHO meeting
- One award to an international researcher, to be presented at a SIOP meeting
- Awards are $250,000/year for 3 years to support innovative childhood cancer research
- Donations in memory of Dr. Arceci help support the awards

This award reflects Dr. Robert J. Arceci's values, which include:

- Thinking outside the box – risk-taking – true innovation
- Collaboration – including international participation
- Development of early- to mid-career scientists

NOMINEE CRITERIA: *Each nominee must…*

- Be nominated for this award; there is no Letter of Intent, and researchers may not apply directly
- Hold an M.D., a Ph.D. or equivalent advanced degree(s)
- Be within 10 years of their first academic appointment as of Jan. 1, 2020*
- Be nominated by a member of ASPHO, COG or SIOP (no self-nominees)
- Be available to present their work at the annual ASPHO or SIOP meeting
- Work in a research environment with mentoring and support conducive of continued academic success and innovation
- Have presented, published, or received funding for highly innovative research with the potential to lead to critical discoveries or major advancements that will accelerate important advances in our understanding of childhood cancer
- Have demonstrated participation in team science, in addition to success in innovative discovery

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[*Up to one additional year will be allowed for time off for medical reasons or the birth or adoption of a child.]

NOMINATION PROCESS:

Submit the following by email to Becky@StBaldricks.org, subject line: "Arceci Award Nomination"

1) *Nomination:*
   ASPHO, COG or SIOP members making nominations will submit:
   - a 2-page nomination letter, to include information about the candidate's research environment
   - the nominee's NIH or similar format biosketch

2) *Nominee Requirements:*
   If the nomination is accepted, the Selection Committee will request *from candidates selected for further consideration:*
   - A complete curriculum vitae, including prior/current grant funding
   - A 2-3-page summary of the nominee's track record of innovation, contributions to science, and what important research questions he or she feels need to be answered *(This is not a proposal or grant application)*
   - One letter of support from the chief academic officer of the investigator's institution
   - Two letters of support from scientists familiar with the nominee's work
   - A commitment to be available to present their work at the annual ASPHO or SIOP meeting

REVIEW AND SELECTION PROCESS

Judging Criteria:

- Innovation
- Quality of the science
- Potential for clinical impact

Each application/nomination is scientifically reviewed by qualified pediatric oncology research experts. Recommendations for funding are made to the St. Baldrick's Foundation Board of Directors, which makes the final decisions.

Applicants/nominees selected for funding will be notified as soon as possible. Funding status shall be relayed through ProposalCENTRAL, by mail, email, or by phone. All rankings and evaluations are considered confidential.

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Any questions following the notification of awards should be addressed in writing to:

Becky Chapman Weaver
Chief Mission Officer
Becky@StBaldricks.org
626.792.8247, ext. 212

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GENERAL INFORMATION:

- Research is an international endeavor that must remain true to a mission of scientific progress, placing a premium on collegial collaboration across time zones and oceans
- It is difficult to fund truly high-risk, high-reward research
- By empowering innovation in established early career investigators, we have the potential to amplify the impact over the career of a promising scientist
- While the selection process will include information from the nominee about the work proposed, the award is unrestricted, providing freedom to pursue true innovation.
- Brief applications are by invitation only and based solely on results of the nomination process.
- Nominees work must reflect the values of the St. Baldrick's Robert J. Arceci Innovation Award
- St. Baldrick's funds may not be used for human embryonic stem cell research.
- Research projects must have direct applicability and relevance to pediatric cancer. They may be in any discipline of basic, clinical, translational, or epidemiological research.
- All awards will be payable to the research institution (or to its foundation or funding arm) to administer for the purposes of this grant only.
- All application instructions and templates/requirements will be available in ProposalCENTRAL upon approval of a nomination.
- It is the responsibility of the nominee to ensure and to verify that the application is received by the deadline and that the application is complete and correct prior to submission.
- St. Baldrick's Foundation funds biomedical research to better understand the causes of pediatric cancers and to advance its prevention, treatment, and cure. The main output of this research is new knowledge. To ensure this knowledge can be accessed, read, applied, and built upon in fulfillment of our goals, St. Baldrick's Foundation encourages researchers to share data with the research community in accordance with the NIH policy on data sharing and expects its grantees to publish their findings, including but not limited to publication in peer reviewed journals. Nominees will be asked about data sharing plans as part of the application.
- All application evaluations are considered confidential and are available to scientific reviewers, the Foundation's Board of Directors, and the administrative personnel of the St. Baldrick's Foundation only.

Post Award:

- Each recipient must be a member of ASPHO, COG or SIOP at the time of the award.
- Award recipients will present their work at a scientific meeting (ASPHO, COG or SIOP).
- The Selection Committee or its designees will review awardees' work every six months.
- 2nd and 3rd year funding is dependent upon review approval.

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- Award recipients and their institutions will agree to terms from the St. Baldrick's Foundation regarding publicity, communications, how the award and work are referenced and more.

Grant Terms

- When an application is approved for funding the transfer of funds is contingent upon all legal documents being signed and approved by the St. Baldrick's Foundation.
- No Cost Extensions must be requested and approved by email: Grants@StBaldricks.org. Requests must be submitted, stating the amount of funds remaining, a brief report of progress, an explanation of why the extension is necessary, and the length of time requested.
- For multi-year awards, the Principal Investigator may request that funds be moved from a previous or current period into a future period. Carry-forward requests should be submitted in writing (email: Grants@StBaldricks.org) with an explanation for the unexpended balance. Funds cannot be carried forward between two different award types.
- The institution's public relations staff will ensure all requirements detailed in the Publicity Form are understood and met. This form will be provided with the award acceptance paperwork.
- Grant recipients/Grantee will work with the Foundation to coordinate a joint press release to announce the grant and will give recognition to the St. Baldrick's Foundation where funders are listed on the institution's website and in its annual report.
- Grant recipients will become familiar with the St. Baldrick's Foundation and be prepared to speak publicly about its work, when appropriate. The Foundation encourages participation by grant recipients in St. Baldrick's events held in the geographic vicinity of their institution. Shaving one's head is not required; there are many ways to participate, including speaking at the event, helping to connect patients or survivors and their families to the Foundation to be honored, and participating in your favorite activity to raise funds for pediatric cancer research (i.e. running, walking, climbing a mountain, hosting another event, etc.).
- Grantee shall, at all times during the Grant Term and for a period of three years after the Grant Term maintain all records applicable to the research grant, including all records related to use of grant funds and records related to research supported by the grant. The Grantee shall at any time requested by the Foundation, whether during or after completion of this Grant Term and at Grantee's own expense, make such records available for inspection and audit (including copies and extracts of records as required) by the Foundation, within 30 days of a written request for such records made by the Foundation. Such records shall be made available to the Foundation during normal business hours at the Grantee's office or place of business.
- St. Baldrick's has the right to review the performance of the Grantee and the Institution based on, among other things, the criteria set forth in the agreement, the grant application and budget, and the Institution's governance.

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- Misconduct by a Grantee or Institution receiving St. Baldrick's Foundation support is contrary to the interests of the Foundation and its constituents, as well as the integrity of research and stewardship of donor funds. It is the responsibility of the Institution to immediately report to the St. Baldrick's Foundation if it has a reasonable good faith basis to believe there has been Misconduct (as defined below), and to report any Misconduct or change in the funded researcher's employment status with the Institution, including administrative leave, which may occur during the Grant Term of any award that is pertinent related to the work described in the grant application. Failure to abide by the terms above, or any other St. Baldrick's Foundation policies and procedures in connection the application and/or grant, may result in SBF suspending grant funding or canceling the grant, to be decided by the St. Baldrick's Foundation in its sole discretion. If a grant is discontinued, the Grantee shall receive a 30-day written notice. Any funds unspent at the time the notice is issued shall be returned to the St. Baldrick's Foundation.
- "Misconduct" is defined as: acts by the Grantee or Institution, including its employees performing work directly relevant to this grant (to the extent the act relates to the employees employment) relating to any (i) fraud, embezzlement, theft or other felonious conduct; (ii) willful or negligent acts damaging to the reputation of the Grantee; (iii) intentional violation of any law or regulation; (iv) failure to adhere to ethical research/medical standards; (v) financial mismanagement; or (vi) loss of certification.
- If requested, upon 30 days written notice, but no more than once every six months, Institution representative agrees to meet with the Foundation (via phone conference, video conference, or in person subject to St. Baldrick's preference), to discuss any concerns the Foundation may have with respect to use of grant funds or Grantee's operations or any allegations of Misconduct.
- If awarded, funds will be released upon receipt and sufficiency of all paperwork by the St. Baldrick's Foundation. Any inconsistency noted relative to the award shall be resolved by giving precedence in the following order: The signed award acceptance form; and, The St. Baldrick's Foundation Grant Application Information and Guidelines.

IDENTIFICATION

The St. Baldrick's Foundation shall be identified as a funding source in all printed and/or electronic publications regarding the research project. Identification with the Foundation shall also be made in any news released pertaining to the research project by the public relations department or its equivalent at the sponsoring institution.

TRANSFER

Requests for transfers by a grantee to another institution while the research grant is in effect will be considered on a case-by-case basis and will require justification of an urgent need for the transfer as well as written approvals. Continuation of funding at the new institution is contingent on prior written approval from the Foundation after its review of the written request. The grantee must submit a request for transfer and appropriate documentation of justification accompanied

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by a letter of support from the new institution at least forty-five (45) days prior to the date of transfer. Notification of approval or denial of the transfer shall be in writing.

LEAVE OF ABSENCE

If the grantee's funding period is interrupted for any reason, written permission must be obtained from the Foundation if the grantee's term is to be continued at a later date. Leaves of absence are limited to not more than one year. In the event a grantee's term is not completed due to incapacitating illness or death, the prorated, unexpended funds must be returned to the Foundation. Requests for a leave of absence from the Foundation should be submitted in writing thirty (30) days before the date of commencement for the leave of absence.

REINSTATEMENT OF AWARD

Funds will not be reinstated after the Foundation has received notification in writing from the grantee of the intent to terminate research. Those wishing to resume funding are welcome to submit a new application, which will compete on an equal basis with all others during the subsequent funding cycle.

PROGRESS REPORTS

Grant recipients must submit reports of his/her bi-annual research progress online via ProposalCENTRAL by the dates specified in ProposalCENTRAL, using the template provided. This report includes a report written for the lay public. The grant recipient shall forward copies of all publications concerning the research funded by the grant, both during and after the grant period. Progress reports that are more than thirty (30) days late will impact the Primary Investigator's consideration and release of future awards.

PUBLICATIONS

Please notify the St. Baldrick's Foundation (email: Grants@StBaldricks.org) as soon as you know of a publication's acceptance, to allow time for preparation for any publicity, blog stories, etc., to be coordinated between St. Baldrick's and your institution. Grant recipients must submit publications online via ProposalCENTRAL prior to or within thirty (30) days of publication date.

EXPENDITURE REPORTS

The grantee must annually submit a report of expenditures, due within sixty (60) days of the end of each grant year. Expenditure reports should separate the costs for each year and not be cumulative. (For a three-year award, the report for year three should only cover expenses in that year.) These reports must be submitted online via ProposalCENTRAL and should include the grantee name, reporting period, and breakdown of expenditures by categorical items.

HUMAN INVESTIGATION

All human subject research or research on human tissue which is supported by St. Baldrick's must comply with the regulations applicable to that supported by the National Institutes of

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Health. As part of the application, the applicant will be asked to submit documentation of approval of the study by his or her Institutional Review Board, along with the Institution's Human Subjects Assurance Number. Approval is not required at the application stage but will be required prior to issuing funds. If the grantee's research plan changes after the award to include human subjects or tissue, the grantee must submit proper documentation of IRB approval to St. Baldrick's.

BIOHAZARDS

During the application process, the institution shall submit an acknowledgment of potential biohazards involved and provide an institutional statement of assurances regarding potential biohazards and safeguards pertaining to this aspect of the research proposed in the application to the Foundation. Projects which do not involve biohazards must so state. The St. Baldrick's Foundation assumes no responsibility or liability for any such biohazard and shall be held harmless from the results of the use of any such biohazard.

LABORATORY ANIMALS

The Foundation adheres to the most current guidelines applicable to the care and treatment of animals used in laboratory work as outlined by the National Institutes of Health. Prior to award of the grant, the institution must submit a statement that the institution meets and adheres to these policies. Failure to notify the St. Baldrick's Foundation of compliance with these guidelines or the use of laboratory animals may result in termination of the grant.

BUDGET GUIDANCE

- No institutional overhead or indirect funding is provided under the terms of the grant.
- Fringe/benefits are allowed for up to 30% of the salary requested per individual, on all grants.
- Fringe benefits are generally defined as medical and dental insurance, life insurance, and retirement benefits and are payable only for eligible participation in such programs.
- Unused and remaining amounts of $100 and over must be returned to the Foundation at the end of each grant year, unless an approved carry forward or No Cost Extension is on file.
- All expenditure reports must be submitted in USD.
- The Foundation does not provide funds for items such as:
  - Secretarial/administrative salaries.
  - Student tuition (tuition is allowable for International Scholar awards).
  - Office and laboratory furniture.
  - Office equipment and supplies.
  - Recruiting and relocation expenses.
  - Non-medical services to patients (travel to a clinical site or patient incentives are allowable expenses).
  - Construction, renovation, or maintenance of buildings/laboratories.

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o Professional association membership dues.
o Scientific publication subscriptions.

USING ProposalCENTRAL

The St. Baldrick's Foundation uses ProposalCENTRAL (proposalcentral.com) for electronic submission of all LOIs and Full Applications. Fax, email, or hard copy submissions will not be accepted. See "How to Create an Application using proposalCENTRAL" at https://docs.proposalcentral.com/CreateApp.pdf for more information.

Registration

First-time users must register and fill out a Professional Profile in ProposalCENTRAL to begin the LOI/Application process (see "How to Register as a ProposalCENTRAL User" at https://docs.proposalcentral.com/RegUser.pdf for more information).

Submitting the LOI/Application

1. LOG-IN & BEGIN AN LOI/APPLICATION. To start a new LOI/application, login as an Applicant, and select the Grant Opportunities tab (grey tab on the top right). Find St. Baldrick's Foundation in the drop-down list and select "Filter List by Grant Maker." Find the program for which you wish to apply, and click "Apply Now" to begin the proposal.
2. COMPLETE AN APPLICATION AFTER LOI APPROVAL. Login as an Applicant, and select the Proposals tab. Select the "In Progress" status from the drop-down menu. Find the LOI that was approved, and click the "Edit" button to access and complete your application.
3. ENABLE ACCESS FOR OTHER USERS. The Principal Investigator must start the LOI or Application. However, once an application is begun, access for application submittal can be given to other users, such as collaborators, assistants, or grants and contracts staff.
4. SAVE. Applicants do not need to complete the LOI/Application in one session; a partially completed application can be saved and completed at any time prior to the deadline.
5. NOTIFICATION OF LOI APPROVAL. The system will notify you when the LOI has been approved, and you will be asked to login to the ProposalCENTRAL website to access and submit the full application by the application deadline.
6. VALIDATE. Applications that have not been validated cannot be submitted. "Validate" checks for required items and attachments, and you will not be able to submit if required items and/or attachments are missing.
7. SUBMIT. After successfully passing the validate check and uploading your signature page, click the "Submit" link. An email will confirm your submission. Once your application is submitted, you may view it by accessing the "Submitted" status under the "Proposals" tab.

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It is the responsibility of the applicant to ensure and verify that the application is received by the deadline date, before 5 p.m. EST and that the application is complete and correct prior to submission.

Instructions for Submitting Deliverables

The ProposalCENTRAL system is designed to collect and manage all grant information. Grantees must keep their ProposalCENTRAL profile current for the duration of the grant. ProposalCENTRAL should be used to upload all required reports (deliverables) and publications related to the grant. Report templates and deadlines can be found on the site, as well. Grantees may provide access to others at their institution (e.g. grants officers) to access and upload deliverables.

See "Instructions for Navigating Your Awarded Grant" at https://docs.proposalcentral.com/Instructions_Award_Info.pdf for more information.

Uploading Award Deliverables

1. Login to ProposalCENTRAL under the "Applicant Login" section: https://proposalcentral.com/.
2. Click the "Awards" tab.
3. Click the blue Identifier number link.
4. Click the blue "Deliverables" link.
5. On this page you will see a table which lists all of the deliverables that are scheduled for your grant. The templates for these deliverables are at the bottom of this page.
6. To upload completed deliverables, click the blue "Upload" link next to the appropriate deliverable. If you have a pop-up blocker turned on, make sure you disable it for this site as the deliverable upload feature is a pop-up.
7. In the deliverable pop-up window, click the "Browse" button to select the file. You can add a description in the "Deliverable Description" if you choose. When finished, click the "Save" button, and it will upload your deliverable.

Submitting Publications

All printed and/or electronic publications related to the work done using St. Baldrick's funds must be uploaded to ProposalCENTRAL on a continual basis. Publications must be manually entered by selecting the "Add Deliverable" option in the deliverables section of the award.

1. To add a deliverable, click the blue "Add Deliverable" link at the top left of the deliverable table. If you have a pop-up blocker turned on, make sure you disable it for this site as the deliverable upload feature is a pop-up.
2. In the deliverable pop-up window, choose Publications from the drop-down menu, "Select Deliverable Type."

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3. Click the "Browse" button to select the file. You can add a description in the "Deliverable Description" if you choose. When finished, click the "Save" button, and it will upload your deliverable.

Useful Resources for ProposalCENTRAL

- How to register your institution (grants and contracts personnel only): https://docs.proposalcentral.com/RegInst.pdf
- How to register as a ProposalCENTRAL user: https://docs.proposalcentral.com/RegUser.pdf
- How to create an application using ProposalCENTRAL: https://docs.proposalcentral.com/CreateApp.pdf
- Grantee instructions to access award information: https://docs.proposalcentral.com/Instructions_Award_Info.pdf

Contact

For help using the online application system:
ProposalCENTRAL Customer Support
pcsupport@altum.com
800.875.2562

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