**American Cancer Society**

**Institutional Research Grant**

**(1 of 10 pages)**

The Institutional Research Grant Policy guidelines and a summary document are available on the cancer center website <https://cancer.dartmouth.edu/scientists-researchers/american-cancer-society-research-grants> or by request to [dcc.institutional.applications@dartmouth.edu](mailto:dcc.institutional.applications@dartmouth.edu)

**General criteria:** Applicants must be within six years of their first independent research or faculty appointment, must be salaried faculty with appropriate committed research facilities, and may not have competitive national funding active at the start date of the proposed IRG pilot award.

**Deadline:** for submission is February 14, 2025

**Complete application for submission:**

(1) Application considerations and lay abstract page (3rd page)

(2) Research description-limited to 3 pages (described on 4th page)

(3) Budget and budget justification (2nd page)

(4) Pertinent question page (5th and 6th page)

(5) Biographical information and Chair approval (7th and8th page)

**Submission:** Submit complete application electronically to [dcc.institutional.applications@dartmouth.edu](mailto:dcc.institutional.applications@dartmouth.edu)

**Progress report requirement:** A two page progress report (contact [Richard.w.lucius.jr@dartmouth](mailto:Richard.w.lucius.jr@dartmouth) for required form) that summarizes the work accomplished under the grant, results achieved, as well as the relevance of the work to cancer will be required 60 days after the completion of the award period. Pilot projects awards are expected to be completed within one year. If due to unusual circumstances the work cannot be completed during the one-year period, a request for extension may be submitted to Robert Gerlach Associate Director of Scientific Affairs and Administration [Robert.W.Gerlach@dartmouth.edu](mailto:robert.w.gerlach@dartmouth.edu?subject=ACS-IRG%20Pilot%20Project%20Extension%20Request)

**American Cancer Society**

**Institutional Research Grant**

**(2 of 10 pages)**

I. Application considerations:

1. Have you ever received ACS Institutional Grant support before? Yes  No

(You may only apply for a second year of funding for the same project. If applying for second year of same project funding, please submit a progress report (not included in page totals) with your submission.)

1. Has this project been submitted to other internal funding sources: Yes  No
2. Has this project been submitted for extramural funding? Yes  No

If so, where and what is its current status?

1. Are you an underrepresented minority**?** Yes  No  (African American (or Black), American Indian and Alaska Native, Hispanics (or Latino), Native Hawaiian and/or other Pacific Islander)
2. Human Subjects: Yes  No  Approval Date
3. Animals Yes  No  Approval Date
4. Do you have assigned laboratory space? Yes  No

Location of lab:

1. If no, in whose laboratory will the work be done?\*

Location of lab:       Lab owner’s permission obtained Yes  No

1. **Statistical Consultation Required:** Name of Statistician consulted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact the director of the cancer center biostatistics shared resource, Tor Tosteson, for direction and guidance if needed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant's Signature**

**PROJECT TITLE**

**Lay Audience Summary** (briefly describe your project **in non-scientific language,** particularlyhow your project relates to cancer):

**American Cancer Society**

**Institutional Research Grant**

**(3 of 10 pages)**

**DESCRIPTION OF RESEARCH PROPOSED:**

The proposal must clearly state the rationale and background for the project, the hypothesis being tested (or question(s) being asked), a description of the experiment's Specific Aims, and a brief description of the methods. **This section should not exceed 3 pages (excluding references).**

**Background/Rationale:**

**Objective/Hypothesis:**

**Specific Aims**:

**Study Design/Method(s):**

**American Cancer Society**

**Institutional Research Grant**

**(4 of 10 pages)**

**PROJECT TITLE**

**INVESTIGATOR** (Name, Degree, Academic Title, Department, and School)

**AMOUNT REQUESTED TERM:** from 4/1/2025 to 3/31/2026

**New Application  Resubmission/Revised  Competitive Renewal (continuation) of previously funded award**

**BUDGET PROPOSED**: Do not exceed $40,000. If possible, please budget for the full $40,000.

1. **Personnel**

|  |  |
| --- | --- |
|  |  |

**B. Permanent Supplies**

|  |  |
| --- | --- |
|  |  |

C. Supplies

|  |  |
| --- | --- |
|  |  |

D. Miscellaneous

|  |  |
| --- | --- |
|  |  |

**BUDGET JUSTIFICATION:**

Personnel (Neither PI salary nor administrative salary allowed):

Other significant research expenses:

**American Cancer Society**

**Institutional Research Grant**

1. **of 10 pages)**

**Pertinent Questions: The following are questions to assist the reviewers in evaluating the merit of your proposal. This is your opportunity to highlight why your proposal should be funded. Please limit your response to these questions to one page or less.**

Relevance of the project proposal to cancer?

Statistical Analysis/Considerations: Please provide a description of the key data/measurements that will be collected and the statistical methods that will be used to analyze these data. Applications that do not give adequate attention to this section will not be successful.

**American Cancer Society**

**Institutional Research Grant**

1. **of 10 pages)**

Does your project contain any novel approach or concept?

How would this pilot project lead to a bigger question or larger scope to serve as the basis for a future grant application, including alternate pathways forward if aim generates negative results?

Potential for publications (reminder any publications resulting from an ACS IRG award need to include a reference (“This research is supported through an American Cancer Society Research Grant, **RG-24-1301175-39-IRG**”)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPLICATION FOR A PILOT PROJECT GRANT FROM AMERICAN CANCER SOCIETY INSTITUTIONAL RESEARCH GRANT # IRG-24-1301175-39-IRG** | | | | |
| **BIOGRAPHICAL INFORMATION** | | | | |
| First Name, Last name, Degree(s) | | Click here to enter text. | | |
| Click here to enter text. | | | Click here to enter text. | |
| Academic Title | | | Department | |
| Click here to enter text. | | | | |
| School | | | | |
| Citizenship Status  U.S. citizen or noncitizen national  Permanent resident of U.S. | | | | |
| Year last degree conferred: Click here to enter text  Year of first independent research position: Click here to enter text.  **Verification of Applicant Eligibility by Department Chair** *(Applicants must be within six years of their first independent research or faculty appointment, must be salaried faculty with appropriate committed research facilities, and may not have competitive national funding active at the start date of the proposed IRG allocation.)*  Name of Department Chair: Click here to enter text.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: Click here to enter text. | | | | |
| **Education** | | | | |
| Degree/year conferred | Institution/Location | | | Field of Study |
|  |  | | |  |
| **Training** | | | | |
| Title | Mentor | | Institution/Location | Dates |
|  |  | |  |  |
|  |  | | *Continued on next page* | |

|  |  |  |
| --- | --- | --- |
| First Name, Last name, Degree(s): Click here to enter text. | | |
| **Appointments** | | |
| Title | Institution/Location | Dates |
|  |  |  |
| **Other Research Support:** | | |
|  | | |
| **Publications** (use continuation page if necessary) | | |
|  | | |
|  | | |

**Appendix A: Additional Information**

**Eligibility:**

IRG pilot project grants are intended to support independent, self-directed investigators early in their careers, for whom an institution must provide research facilities, resources, or space customary for an independent investigator. These individuals must be eligible to apply for independent national competitive research grants but may not currently hold an NIH R01 or equivalent grant. Applicants for pilot project grants should be within six years of their first independent research or faculty appointment. Support of senior investigators or postdoctoral fellows is not permitted.

Recipients of IRG pilot project grants are not required to be US citizens. However, any applicant who is not a US citizen must hold a visa that will allow him or her to remain in the US long enough to complete the IRG pilot project. It is the responsibility of the institution to determine and document the visa status of any non-citizen recipient of IRG funds. Note: the ACS will not intercede on behalf of non- citizens whose stay in the US may be limited by their visa status.

An individual may apply for a one-year competitive renewal of a previously funded pilot project/grant. The local IRG review committee must require and review a progress report when considering the application for continuing funding.

## Allowable Expenditures:

* Research supplies and animal maintenance
* Technical assistance
* Domestic travel when necessary to carry out the proposed research program
* Publication costs, including reprints
* 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

## Expenditures NOT Allowed:

### Travel

* + - 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 Clinician Scientist Development Grant
    - Books and periodicals, except required texts for coursework in the approved training plan for 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)
* Salary of principal investigator (IRG Chair or pilot project grant recipient)
* Honoraria and travel expenses for visiting lecturers

### **Required Progress Reports:**

A two page progress report (contact [Richard.w.lucius.jr@dartmouth](mailto:Richard.w.lucius.jr@dartmouth) for required form) that summarizes the work accomplished under the grant, results achieved, as well as the relevance of the work to cancer will be required 60 days after the completion of the award period. Pilot projects awards are expected to be completed within one year. If due to unusual circumstances the work cannot be completed during the one-year period a request for extension may be submitted to Robert Gerlach Associate Director of Scientific Affairs and Administration <Robert.W.Gerlach@dartmouth.edu>