

CCNY-MSKCC PARTNERSHIP FOR CANCER RESEARCH, TRAINING, AND COMMUNITY OUTREACH

FUNDING REQUEST GUIDELINES

DEADLINE: February 15, 2010

In September 2008, the NCI awarded The City College of New York and Memorial Sloan-Kettering Cancer Center a grant to implement a partnership in cancer research, education, and outreach. The CCNY/MSKCC Partnership for Cancer Research, Training, and Community Outreach is funded under the U54 mechanism, which is designed to foster and support collaborations between MSK and CCNY investigators in the areas of cancer disparities, cell biology, immunology, and biomedical engineering. Through our Partnership, we have an opportunity to support small collaborative cancer research projects.

We are currently seeking projects in any area of basic, clinical, translational, prevention, control, behavioral, or population research. Projects may focus on any area of cancer research including, but not limited to, cancer disparities in racial and ethnic minority and socio-economically disadvantaged populations, environmental carcinogenesis, cancer biology, molecular epidemiology, and/or behavioral issues related to cancer prevention, treatment, and control. Projects funded by this mechanism must be conducted jointly by investigators from The City College of New York (CCNY) and Memorial Sloan-Kettering Cancer Center (MSKCC).

We are currently offering two levels of support: pre-pilot projects and pilot projects.

1. Pre-pilot: Support is available for teams that have not worked together previously to invest the time and effort needed to prepare a full-scale pilot application. Pre-pilot applications should be sufficiently developed proposals that are poised to be pilot studies at the end of the year. Pre-pilots will be supported up to \$50,000 for one year. Budgets should specify combined direct costs between the two institutions.
2. Pilot projects: Support is available for small pilot cancer research projects. Pilot proposals may be one or two year projects and will be supported up to \$100,000 per year.

All proposals will be evaluated by two external reviewers with appropriate expertise in your proposed area of research. Final proposal review and ranking will then be processed by both of the Partnership's scientific advisory committees, the Internal Advisory Committee and Program Steering Committee.

Please use the PHS 398 forms following the instructions (use only **MS Word** forms). Note that as this is a pilot funding mechanism some of the general PHS 398 (<http://grants.nih.gov/grants/funding/phs398/phs398.html>) guidelines are modified. Your submission should be collated as per the format below. Forward all questions/concerns to (646) 888-0120, reynoldt@mskcc.org in advance of your submission.

1. Using a PHS 398 continuation page form, create a separate *title page*. Indicate pilot project title, both co-leaders' name, any co-investigators, consultants, the department and institution. Indicate mentor's name, department and institution.
2. Using PHS 398 form page 2 for the *abstract page* including, as follows:
 - A) Abstract (one paragraph).
 - B) The name, title, and department/institution of each co-leader.
 - C) The name, title, and department/institution of other key personnel involved in the project.
3. To provide a *detailed budget proposal for your budget period* use PHS 398 form page 4.

4. Use a continuation page for a *Budget Justification*, briefly describing all areas noted on the budget proposal.
5. Using PHS 398 Biographical Sketch Format page submit a biographical sketch of all investigators, mentors and consultants completing **all** of the following sections:

A) Positions and Honors	C) Current and Completed Research Support in the last three years
B) Selected Peer-Reviewed Publications	
6. Using continuation pages describe your *research proposal*. The research proposal section should include the following format (five page limit requirement).
 - A) Specific Aims (full description)
 - B) Background and Significance (include references as appropriate)
 - C) Preliminary Data
 - D) Experimental Design and Methods
 - E) Specify how this collaborative pilot activity will contribute to joint external funding and/or other collaborative products
 - F) Explain how the collaboration will work: Which parts of the project will be carried out at CCNY or at MSKCC and how will you coordinate your team?
7. Include a *Career Development and Mentorship Plan* for each faculty investigator on the project who has not received R01 funding or the equivalent. This section can be one to two pages for each mentored faculty member. Suggested detail is as follows:
 - A) Mentorship Goals
 - Indicate how the pilot project will advance the mentored faculty member's career as an independent clinical researcher.
 - Develop a tailored plan and proposed timeline for achieving independent research support by the end of the pre-pilot or pilot project.
 - Describe how the mentored co-leader is expected to further develop knowledge in the biomedical, behavioral, translational or clinical sciences and enhance research skills relevant to his/her career goals.
 - Provide a statement of mentors' experience relevant to the project submission, including teaching and clinical responsibilities.
 - Describe current professional responsibilities and activities.
 - Explain mentor or mentors' role in the pilot project submission.
8. Use continuation pages indicate if the following areas are applicable to your pilot (see PHS 398 instructions):

A) Human Subjects **	B) Special Populations	C) Vertebrate Animals
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**NOTE: (1) All NIH-supported biomedical or behavioral research projects involving human subjects must address the instructions under the Research Plan, Section E, Human Subjects of the Form PHS 398 instructions; (2) Research dealing with Human Subjects and Vertebrate Animals must be accompanied by appropriate documentation as described under the Research Plan, Section F, Vertebrate Animals of the Form PHS 398 instructions; (3) Research components involving clinical trials must include a data and safety monitoring plan as described in the PHS instructions. Funds should be budgeted for these activities and should be justified. The proposed provisions should not duplicate review and monitoring systems already in place at the institution. For any cancer treatment protocol supported directly or indirectly by the U54, early stopping rules and procedures to detect and monitor adverse drug reactions (ADR) must be provided in the application, or in the case of protocols subsequent to funding of a U54, to the NCI Program Director.

9. Using continuation pages create a *Literature Cited* section referencing all citations within your proposal.
10. Use a continuation page for a *Consortium/Contractual* section. Provide information for any consortium or contractual relationships.
11. Use a continuation page for a *Consultants* section. Provide information for any consultants or consultations.

Please Note: Deadline for submission is February 15, 2010. Please email your application to Saidah Henderson at henders1@mskcc.org.

If you have any questions please contact our Program Director, Thomas Reynolds, at reynoldt@mskcc.org or 646-888-0120.