ST. BALDRICK’S FOUNDATION
2015 GRANT APPLICATION
INFORMATION AND GUIDELINES

Grace, 12, medulloblastoma.
St. Baldrick’s Ambassador

Kids can’t fight cancer alone.
Together, let’s conquer childhood cancers.

1333 S. Mayflower Avenue, Suite 400
Monrovia, California 91016
StBaldricks.org
facebook.com/stbaldricksfoundation
twitter.com/stbaldricks
St. Baldrick’s Foundation
2015 Grant Application Information and Guidelines

ABOUT THE ST. BALDRICK’S FOUNDATION
The St. Baldrick’s Foundation is a volunteer-driven charity committed to funding the most promising research to find cures for childhood cancers and give survivors long and healthy lives.

The Foundation raises money through its beloved signature head-shaving events where participants collect pledges to shave their heads in solidarity with kids with cancer. St. Baldrick’s understands that making a bald statement is not everyone’s thing. With this in mind, “Do What You Want” (DWYW), a companion fundraising program allows volunteers to create unique activities to raise money for the Foundation. Volunteers have the option to sign up for a DWYW event, sign up to shave their head or even sign up for both!

Since St. Baldrick’s was established as an independent foundation in 2005, it has awarded more than $154 million to support lifesaving research, making the St. Baldrick’s Foundation the largest private funder of childhood cancer research grants – funding more than $27 million in new grants in 2014. For more information, please visit StBaldricks.org. You may also search current and past grants at StBaldricks.org/grants.

CONTACTS
For help using the online application system: ProposalCENTRAL Customer Support pcsupport@altum.com (800) 875-2562

For grants inquiries: St. Baldrick’s Foundation Department of Grants Administration Grants@StBaldricks.org (626) 792-8247

All funds reflected in this document are listed in U.S. dollars.

“Pediatric cancer research will not change what Chase has gone through or the life-altering scars on his small body, but it can change what is yet to come. Our dream is that someday, in some room, in some hospital, pediatric cancer won’t mean what it means today”
Eleanor Ewoldt, mother to Chase, 4

Chase was diagnosed with atypical teratoid rhabdoid tumor at age 2. His story with childhood cancer is still being written.
# Table of Contents

Funding Highlights 4

Funding Types: Overview 5

Applicable to All Funding 6-7

Budget Guidance 8-9

Fellowships 10-14

Summer Fellows 15-16

Scholar (Career Development) Award 17-21

International Scholars 22-27

Research, Supportive Care Research Grants, and Consortium Research Grants 28-31

Infrastructure Grants 32-35

Using ProposalCENTRAL 36-38
Funding Highlights

The St. Baldrick’s Foundation works hard to be sure that every dollar makes the biggest impact possible in childhood cancer research. The Foundation held its first Research Priorities Summit in 2010 and its second Research Priorities Summit in 2012, with the country’s leading pediatric oncology researchers participating to advise the staff and board of directors on funding priorities. The St. Baldrick’s team and Scientific Advisors meet regularly to be sure St. Baldrick’s funds make the greatest impact on pediatric cancer research.

Current funding priorities are divided into four categories and five focus areas:

- New discovery research
- Translational research and early phase clinical trials
- Phase III clinical trials and infrastructure support of participating institutions (primarily the fall grant cycle)
- Education of new pediatric oncology researchers

In addition to research to understand the biology of childhood cancers and discover leads to more effective treatments, topics of interest include, but are not limited to:

- Adolescents and young adults
- Survivorship, outcomes and quality of life
- Supportive care
- Epidemiologic studies
- Alternative therapies

“Through the cancer journey we realized that without vital research and improved treatment protocols, our daughter may not have been cured. This is why the St. Baldrick’s Foundation is so important to our family — we want others like us to benefit from lifesaving cancer research with the ultimate goal, of course, to see cures.”

Donal Fleming & Karen Leonard
Parents to Ciara, 14

Ciara was almost 2 years old when she was diagnosed with rhabdomyosarcoma, on Sept. 1, 2001. She is currently cancer free.
Funding Types: Overview

SPRING GRANT CYCLE

• **St. Baldrick’s Fellows:** The Foundation funds years 3-5 of a pediatric oncology research fellowship, with an opportunity for one additional year of funding. This mechanism is designed to support a Fellow’s salary and benefits only. The Foundation encourages applications from institutions with fellowship programs which have not previously received St. Baldrick’s funding for this grant mechanism.

• **St. Baldrick’s Scholars:** This career development award is to help develop the independent research of highly qualified individuals still early in their careers (no more than five years as a faculty member, post-fellowship). (Up to $110,000/year, three year minimum, with an opportunity for two additional years). This award is for a Scholar’s salary and benefits only; adjustments may be allowed if the Scholar receives other funds after applying, upon Foundation approval.

• **St. Baldrick’s International Scholars:** This three-year award, with an option for two additional years based on progress, is available to train researchers from low- and middle- income countries (according to classification made by the World Bank) to prepare them to fill specific stated needs in an area of childhood cancer research.

• **Research grants:** These one-year grants are for specific research projects which are hypothesis driven and may be laboratory, clinical or epidemiological research. While the average grant is $100,000 or less, the proposed budget must be realistic for the project.

• **Supportive Care Research grants:** These are for research projects which are hypothesis driven and focus on areas related to the supportive care of children and adolescents with cancer. Examples include studies related to symptom clusters, patient-reported outcomes/quality of life, health communication, health promotion, and psychosocial support across the trajectory from diagnosis to survivorship or end-of-life care. While the average grant is $50,000 or less, the proposed budget must be realistic for the project.

• **Consortium Research grants:** These grants are to support a multi-institutional (3-5 or more) program project that is thematic, to solve key questions in childhood cancer. These grants may be for up to five years. Applicants should propose a realistic budget to accomplish the project’s goal.

• **St. Baldrick’s Summer Fellows:** These awards offer a $5,000 stipend (one per institution) for a student to work on pediatric oncology research. Summer fellowship program directors can contact Grants@StBaldricks.org for application information.

The above are funded based on scientific review.
FALL GRANT CYCLE
Letter of Intent due July 1, 2015; applications due by Aug. 28, 2015.

- **Infrastructure grants**: These grants are not for a specific research project, but rather for resources to allow more research to be done. They support institutions with the potential for more participation in childhood cancer clinical trials, but which currently lack necessary resources (primarily support for Clinical Research Associates). Preference is given to institutions with high needs and low philanthropic support, in geographical areas where St. Baldrick’s funds are raised. Institutions which do not currently receive other St. Baldrick’s grants are also given preference. (Average grant will be $25,000 - $50,000.)

Applicable to All Funding

- With the following exceptions, each institution may submit only one LOI/application per funding category. Each institution may submit two LOI/applications in the Research Grant category. Consortia are considered as separate entities and more than one application may be submitted by an institution acting as lead. It is possible for an institution to receive funding in more than one funding category.

- During each grant cycle, a researcher can only apply once as the lead Principal Investigator.

- Letter of Intent (LOI), application and required documents must be submitted by the Principal Investigator, in English, online through ProposalCENTRAL (proposalcentral.altum.com) before 5 p.m. EASTERN TIME on the deadline.

- Note: Applications for summer fellowships and current St. Baldrick’s Fellows or Scholars applying for extended funding must be submitted via email to Grants@StBaldricks.org (please note award type in subject line of email). Summer fellowship applications are due Jan. 30, and extended funding applications are due before 5 p.m. EASTERN TIME on April 3.

- Attention: Institutions that are actively involved in (sponsor, promote or participate in) non-St. Baldrick’s head-shaving fundraising events are not eligible to apply for St. Baldrick’s funding.

- St. Baldrick’s funds may not be used for human embryonic stem cell research.

- 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.

- When a grant 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 with an explanation for the unexpended balance, a plan for the use of funds, and a side-by-side comparison between the original budget and future budget categorical items.

• Re-budget requests should be submitted in writing with an explanation of each change and a side-by-side comparison between the original budget and revised budget categorical items. Re-budgeting that results in expansion of scope will be reviewed by St. Baldrick’s Scientific advisors for approval.

• Some grants will be “named” for significant St. Baldrick’s constituents (high-ranking fundraising teams, corporate partners, donors, etc.). Recipients of named grants must use the title designated by the Foundation whenever referring to the grant (example: The ABC Company St. Baldrick’s Scholar or the Team Courtney St. Baldrick’s Fellow). These grant recipients may also be asked to meet with the constituents.

• Grant recipients 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, participating in your favorite activity to raise funds for pediatric cancer research (i.e. running, walking, climbing a mountain, hosting another event, etc.).

• All spring cycle grants are funded based on scientific review. Only fall cycle grants are influenced by local St. Baldrick’s participation.
Budget Guidance

• All budgets must be justified, meet the test of reasonableness, and be consistent with institutional policy.

• No institutional overhead or indirect funding is provided under the terms of the grant.

• Fringe is allowed for up to 30% of the salary requested 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.

• Reasonable travel costs are allowable (excluding Fellowship and Scholar awards, which are limited to salary/benefits).

• Publication and meeting-related poster printing costs are allowable (excluding Fellowship and Scholar awards, which are limited to salary/benefits).

• Unused and remaining amounts $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.

• The Foundation does not provide funds for items such as:
  • Secretarial/administrative salaries.
  • Student tuition.
  • 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.
Specific Guidelines for Each Funding Type

Fellowships: pages 10-14
Summer Fellows: page 15-16
Scholar (Career Development) Awards: pages 17-21
International Scholars: page 22-27
Research Grants: pages 28-31
Supportive Care Research Grants: pages 28-31
Consortium Research Grants: pages 28-31
Infrastructure Grants: pages 32-35
Using ProposalCENTRAL: pages 36-38

CONTACTS

For help using the online application system:
ProposalCENTRAL Customer Support
pcsupport@altum.com
(800) 875-2562

For grant inquiries:
St. Baldrick's Foundation
Department of Grants Administration
Grants@StBaldricks.org
(626) 792-8247
“The St. Baldrick’s Award gave me the most valuable thing a trainee requires - time. I was granted the time to complete my project, continue training under my mentor and build my repertoire to be prepared for the next phase of my career.”

Rachel Rau, M.D., Baylor College of Medicine, 2010-2012 St. Baldrick’s Fellow

Fellowships

St. Baldrick’s Fellowships are granted for 3rd and 4th, or 4th and 5th years of pediatric oncology research, with an opportunity for one additional year of funding based upon need, significant accomplishment and approved application.

FELLOWSHIP REQUIREMENTS/QUALIFICATIONS

- Institutions must be located in the United States.

- Institutions may submit only one new fellowship application per year. (Concurrent Fellows with different funding periods are allowed.)

- All awards will be payable to the Fellow’s academic institution, nonprofit research institution or laboratory.

- Applicants should hold an M.D. or D.O. degree by the date the grant becomes effective.

- Applicants must be employed by an academic or non-profit research institution or laboratory.

- Fellows must have completed at least two years of fellowship training prior to becoming a St. Baldrick’s Fellow.

- Award is for two years of fellowship training, with a possible additional year of funding based upon the demonstration of need and significant accomplishment.

- Applicants must have a Fellowship Mentor who provides supervision, facilities and research support at an American Board of Pediatrics approved fellowship program in Pediatric Hematology/Oncology.

- Applicants need not be American citizens; however, they must be associated with an American Board of Pediatrics approved fellowship program, or equivalent training.

- See page 6 for additional requirements of all St. Baldrick’s funding recipients.

REVIEW AND SELECTION PROCESS

Each application 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 final decisions. The total funds granted are determined based on the funds available and the scientific quality of the applications.

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

Fellowships commence on July 1 with the funding period beginning July 1 and ending June 30.

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

Liz M. Jackson, Director of Grants Administration
Liz.Jackson@StBaldricks.org
(626) 792-8247, ext. 262

CONDITIONS OF AWARD

• Fellows will be awarded the normal PGY-level salary for their institution, capped at $75,000 per year, with up to an additional 30% of the salary amount for fringe benefits. (Total yearly maximum is $97,500.) All Fellow awards are to cover salary and benefits only.

• 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. (Laboratory costs/equipment and travel are not considered fringe benefits.)

• Fellowship funding is limited to cover the Fellow’s research time, not clinical time.

• See page 6 for additional conditions for all St. Baldrick’s funding recipients.

IDENTIFICATION

The title “St. Baldrick’s Foundation Fellow” as applicable shall be used in all printed and/or electronic publications during the period of the fellowship. (For named grants, the designated title must be used instead.) Identification with the Foundation shall also be made in any news released about the fellowship or the fellow’s research project by the public relations department or its equivalent at the sponsoring institution.

TRANSFER

Requests for transfers by a fellow to another institution while the fellowship 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 fellow must submit a request for transfer and appropriate documentation of justification accompanied by prior written approval from the Principal Investigator at the originating institution as well as written acceptance by the Principal Investigator, if applicable, at 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 a fellowship is interrupted for any reason, written permission must be obtained from the Foundation if the fellowship is to be continued at a later date. Leaves of absence are limited to not more than one year. In the event a fellowship is not completed due to incapacitating illness or death of the Fellow, 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 FELLOWSHIPS
Funds will not be reinstated after the Foundation has received written notification from the fellow detailing the intent to terminate a fellowship. Those wishing to resume funding may submit a new application, which will compete on an equal basis with all others during the subsequent funding cycle.

PROGRESS REPORTS
The Fellow must submit reports of his/her annual research progress, online via ProposalCENTRAL, by the dates specified in ProposalCENTRAL. In addition to the scientific report, this includes a lay report written for the general public. The progress report shall be accompanied by an evaluation report from the Mentor directly responsible for the fellow’s work. A brief Interim Update verifying receipt of funds and usage is due after the first three (3) months of each grant year. These reports must be completed using the templates available on ProposalCENTRAL.

Progress reports which are more than thirty (30) days late will impact the Primary Investigator’s consideration and release of future awards. These reports shall be reviewed by the Foundation to evaluate the research progress of each fellow. The Foundation reserves the right to terminate any fellowship if it determines that there has been inadequate research progress or a failure to adhere to the original proposal submitted with the application.

PUBLICATIONS
The Fellow must submit any publications resulting from this funding, online via ProposalCENTRAL, prior to; or within thirty (30) days of publication date.

FINAL REPORTS
Within thirty (30) days of the fellowship end, the Fellow shall submit a final progress report of the research conducted which shall include a recapitulation written by the fellow, a lay report, as well as copies of all publications concerning the project. The final report should be accompanied by an evaluation report from the Principal Investigator directly responsible for the fellow’s work. These reports must be submitted online via ProposalCENTRAL, using the templates provided. Receipt by the Foundation of a satisfactory final research report and a satisfactory final accounting report will influence the institution’s ability to apply for future fellowship and grant awards.
The Foundation will continue to stay in touch with each Fellow to determine how Foundation funding has influenced his/her career and how it has contributed to finding a cure and/or better treatments for childhood cancer.

**EXPENDITURE REPORTS**

The Fellow must annually submit a report of expenditures, due within sixty (60) days of the end of each grant year. All expenditures are expected to follow the approved budget. These reports must be submitted online via ProposalCENTRAL, and should include the Fellow name, reporting period, and breakdown of expenditures by budget categorical items.

**HUMAN INVESTIGATION**

The Fellow and Principal Investigator must obtain approval from the sponsoring institution’s Office of Human Research Protection if the project pertains to human research or the use of human materials. Fellow and the Principal Investigator must agree that any deviation from original plans which will involve human subject research will not be undertaken unless prior written approval from the Sponsoring Institution’s Office of Human Research Protection is obtained. The Foundation reserves the right to terminate or modify the fellowship, in its discretion, if it disapproves of this change in the original research application. Failure to notify the Foundation of the use of human material or subjects in a Fellow’s research may also result in termination of the fellowship and return of remaining funds to the Foundation.

**BIOHAZARDS**

As part of the application, the Fellow, Principal Investigator and sponsoring institution shall submit an acknowledgment that potential biohazards are involved and provide an institutional statement of assurances regarding such potential biohazards and safeguards pertaining to this aspect of the research proposed in the application. Projects which do not involve biohazards must so state. The 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. As part of the application, the Fellow must submit a statement that the sponsoring institution meets and adheres to these policies. Failure to notify the Foundation of compliance with these guidelines or the improper use of laboratory animals may result in termination of the fellowship.

**FELLOWSHIP APPLICATION AND AWARD TIMELINE**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of Intent due by</td>
<td>Jan. 30, 2015</td>
</tr>
<tr>
<td>Application submission deadline</td>
<td>April 3, 2015</td>
</tr>
<tr>
<td>Award announcements by</td>
<td>June 15, 2015</td>
</tr>
<tr>
<td>Fellowship begins</td>
<td>July 1, 2015</td>
</tr>
</tbody>
</table>
CONTACTS

For help using the online application system:
ProposalCENTRAL Customer Support
pcsupport@altum.com
(800) 875-2562

For grants inquiries:
St. Baldrick’s Foundation
Department of Grants Administration
Grants@StBaldricks.org
(626) 792-8247
“This summer fellowship only reinforced my resolve to enter the field of pediatric oncology, and more than ever, I believe there could be no more worthwhile occupation than working towards a cure for children battling cancer.”

Emma Vartanian, Cornell University, 2013 St. Baldrick’s Summer Fellow

**Summer Fellows**

*Application deadline: Jan. 30, 2015*

St. Baldrick’s offers Summer Fellowship Awards, funding stipends for students to work in a pediatric oncology setting for a summer. The total award, paid to the institution, is $5,000.

Applications for summer fellowships must be submitted via email (please note award type in subject line of email). Please contact Grants@StBaldricks.org for more information on how to apply.

**QUALIFICATIONS AND CONDITIONS**

- Institutions must be located in the United States.
- Institutions may submit only one new Summer Fellow application per year.
- A single institution may apply for the grant to cover up to two (2) Summer Fellows, splitting up the available $5,000 award; in such cases, information from both Fellows and mentors (if applicable) will be required.
- While the Summer Fellow(s) does not have to be selected prior to applying, the mentor and research plan must already be in place.
- The mentor should currently be working in the field of pediatric oncology research.
- Summer Fellow(s) must be an undergraduate student, medical school student, graduate student or resident.
- Summer Fellow(s) must not have been a past awardee.
- 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.
- Summer Fellow(s) work must be completed within a year of the funds being awarded or the funds must be returned.
- No institutional overhead or indirect funding is allowed.
- The grant budget may include salary, stipend, supplies, and other direct costs related to the summer fellowship expenses. Grant funds cannot be used for tuition.
- *See page 6 for additional requirements of all St. Baldrick’s funding recipients.*
**FINAL REPORTS**
Within thirty (30) days of the summer fellowship end date, the fellow shall submit a final progress report, using the templates provided on ProposalCENTRAL.

The Foundation will continue to stay in touch with each Summer Fellow to determine how Foundation funding has influenced his/her career and how it has contributed to finding a cure and/or better treatments for childhood cancer.

**PUBLICATIONS**
The fellow must submit any publications resulting from this funding, online via ProposalCENTRAL, prior to; or within thirty (30) days of publication date.

**EXPENDITURE REPORTS**
The Principal Investigator must submit a report of expenditures, due within sixty (60) days of the grant end date. All expenditures are expected to follow the approved budget. This report must be submitted online via ProposalCENTRAL, and should include the reporting period and breakdown of expenditures by budget categorical items.
“St. Baldrick’s support has without a doubt been critical to my career. I can say with all honesty that the level of support provided is incredible and leads to further research developments and also further funding.”

Amy Keating, M.D., University of Colorado Denver, 2011-2014 St. Baldrick’s Scholar

Scholar (Career Development) Award

The Scholar (career development) Award is meant to help develop the independent research of highly qualified individuals still early in their careers. Recipients are called St. Baldrick’s Scholars. (Up to $110,000/year, three year minimum)

SCHOLAR (CAREER DEVELOPMENT) AWARD REQUIREMENTS/QUALIFICATIONS

- Institutions must be located in the United States.
- Institutions may submit only one new Scholar Award application per year. (Concurrent Scholars with different funding periods are allowed.)
- All awards will be payable to the Scholar’s academic institution, nonprofit research institution or laboratory.
- Applicants should hold a Ph.D., M.D., or D.O. degree in field of research specialty by the date the award becomes effective.
- Applicants must be within the first five (5) years of his/her initial independent full faculty appointment at the time the award begins. (Adjunct or acting positions are not eligible.)
- This is an early-career award. The Scholar award is intended to develop the independent pediatric cancer research careers of highly qualified investigators, not to support well-established or senior investigators.
- Scholars may receive funding from other sources to support their research. However, no other comparable (or better) career development award may be held prior to or at the time the LOI is approved. Scientific or budgetary overlap with other funded projects is not allowed.
- Applicants holding or awarded R01s at the time of the LOI are not eligible to apply. Applicants cannot hold a NIH K-award at the time that they apply (institutional K12 funding is allowable). See “Conditions of Award” below regarding other awards received after the LOI is approved.
- Applicants must have an appropriate Sponsor who provides supervision, facilities and research support. If appropriate for the project, applicants may have more than one (1) Sponsor.
- Applicants need not be American citizens; however, they must work at an academic, medical, or research institution within the United States.
• Research projects must have direct applicability and relevance to pediatric cancer. They may be in any discipline of basic, clinical, translational or epidemiological research.

• This award is granted for three years with an opportunity to apply for an additional two years of funding based upon the demonstration of significant accomplishment. (Years 4-5, if funded, will be up to $115,000/year)

• See page 6 for additional requirements of all St. Baldrick’s funding recipients.

**REVIEW AND SELECTION PROCESS**
Each application is scientifically reviewed by qualified pediatric oncology research experts. Recommendations for funding are made to the St. Baldrick’s Foundation Board of Directors who makes final decisions. The total funds granted are determined based on the funds available and the scientific quality of the applications.

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

Scholar awards are for a three-year period beginning July 1.

Any questions following the notification of awards should be addressed in writing to:
Liz M. Jackson, Director of Grants Administration
Liz.Jackson@StBaldricks.org
(626) 792-8247, ext. 262

**CONDITIONS OF AWARD**
• Funding for years 1-3 will be up to $110,000 per year (up to $115,000 per year for years 4-5), to be used entirely for the Scholar’s salary at the applicant institution, including up to 30% of the salary amount for fringe benefits.

• The Scholar must devote no less than 40% effort to the funded project.

• Adjustments to the budget and percent of Scholar’s time required may be possible, upon Foundation approval, if other awards are received after the LOI has been approved. Re-budget requests must be submitted to the Foundation in writing within ninety (90) days of notification of the new award.

• In the event of overlapping funding received after the LOI has been approved, the Scholar award will be reduced to $75,000 which can be budgeted for supplies or technical assistance. A budget justification should include detail regarding the use of such funds. In the event of overlapping funding after the award check has been issued to the institution, the Scholar will be able to convert up to $75,000 for supplies or technical assistance. The remaining portion of the award shall be returned to the Foundation.

• Fringe benefits (maximum 30% of salary) are generally defined as medical and dental insurance, life
insurance and retirement benefits and are payable only for eligible participation in such programs.

- Expenditures for laboratory costs/equipment and travel are not considered fringe benefits.
- No institutional overhead or indirect funding is provided under the terms of the grant.
- St. Baldrick’s Foundation funds may not be used for human embryonic stem cell research.
- See page 3 for additional requirements of all St. Baldrick’s funding recipients.

IDENTIFICATION
The title “St. Baldrick’s Foundation Scholar” as applicable shall be used in all printed and/or electronic publications during the period of the award. (For named grants, the designated title must be used instead.) Identification with the Foundation shall also be made in any news released about the Scholar or the Scholar’s research project by the public relations department or its equivalent at the sponsoring institution.

TRANSFER
Requests for transfers by a Scholar to another institution while the award 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 Scholar must submit a request for transfer and appropriate documentation of justification accompanied by prior written approval from the Principal Investigator at the originating institution as well as written acceptance by the Principal Investigator, if applicable, at 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 Scholar’s funding period is interrupted for any reason, written permission must be obtained from the Foundation if the Scholar’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 Scholar’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 Scholar 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
The Scholar must submit reports of his/her annual research progress, online via ProposalCENTRAL, by the dates specified in ProposalCENTRAL. In addition to the scientific report, this includes a lay report written for the general public. The progress report shall be accompanied by an evaluation report from
the Sponsor directly responsible for the Scholar’s work. A brief Interim Update verifying receipt of funds and usage is due after the first three (3) months of each grant year. These reports must be completed using the templates available on ProposalCENTRAL.

Progress reports which are more than thirty (30) days late will impact the Primary Investigator’s consideration and release of future awards. These reports shall be reviewed by the Foundation to evaluate the research progress of each Scholar. The Foundation reserves the right to terminate any award if it determines that there has been inadequate research progress or a failure to adhere to the original proposal submitted with the application.

**PUBLICATIONS**
The Scholar must submit publications related to this funding, online via ProposalCENTRAL prior to or within thirty (30) days of publication date.

**FINAL REPORTS**
Within thirty (30) days of the Scholar Award’s end, the Scholar shall submit a summation of the research activities, with copies of all publications concerning a final progress report of the research conducted which shall include a recapitulation written by the Scholar. The final report should cover the entire grant period. Again, a report of the research project must be included for the lay public. The final report should be accompanied by an evaluation report from the Principal Investigator providing supervision for the Scholar’s work. Receipt by the Foundation of a satisfactory final research report and a satisfactory final accounting report will determine the Scholar’s ability to apply for future awards. Reports are submitted online via ProposalCENTRAL, using the templates provided.

The Foundation will continue to stay in touch with each Scholar to determine how Foundation funding has influenced his/her career and how it has contributed to finding a cure and/or better treatments for childhood cancer.

**EXPENDITURE REPORTS**
The Scholar must annually submit a report of expenditures, due within sixty (60) days of the end of each grant year. All expenditures are expected to follow the approved budget. These reports must be submitted online via ProposalCENTRAL, and should include the Scholar name, reporting period, and breakdown of expenditures by budget categorical items.

**HUMAN INVESTIGATION**
The Scholar Award applicant and Principal Investigator must obtain approval from the sponsoring institution’s Office of Human Research Protection if the project pertains to human research or the use of human materials. Applicant and the Principal Investigator must agree that any deviation from original plans which will involve human subject research will not be undertaken unless prior written approval from the Sponsoring Institution’s Office of Human Research Protection is obtained. The Foundation reserves the right to terminate or modify this award, in its discretion, if it disapproves of this change in the original research application. Failure to notify the Foundation of the use of human material or subjects in a Scholar’s research may also result in termination of the award and return of remaining funds to the Foundation.
**BIOHAZARDS**

The Scholar Award applicant, Principal Investigator and sponsoring institution shall submit an acknowledgment during the application process that potential biohazards are involved and provide an institutional statement of assurances regarding such 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 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. During the application process, the applicant must submit a statement that the sponsoring institution meets and adheres to these policies. Failure to notify the Foundation of compliance with these guidelines or the improper use of laboratory animals may result in termination of the award.

**SCHOLAR (CAREER DEVELOPMENT) AWARD APPLICATION AND AWARD TIMELINE**

- Application submission deadline: April 3, 2015
- Award announcements by: June 15, 2015
- Award period begins: July 1, 2015

**CONTACTS**

**For help using the online application system:**
ProposalCENTRAL Customer Support
pcsupport@altum.com
(800) 875-2562

**For grants inquiries:**
St. Baldrick's Foundation
Department of Grants Administration
Grants@StBaldricks.org
(626) 792-8247
“This grant is very unique: It will enable me to seek ways to improve chances of a cure for tens of thousands of children in the least privileged countries of the world; it will support my transition back to Africa and participate not just in research but care for the children; and even more critically help train others in the field.”

Joseph Lubega, M.D., Baylor College of Medicine, 2013 St. Baldrick’s International Scholar

International Scholars

This three (3) year award, with an option for two (2) additional years based on progress, is to train researchers from low- and middle-income countries (as classified by the World Bank) to prepare them to fill specific stated needs in an area of childhood cancer research upon returning to their country of origin. Recipients are called St. Baldrick’s International Scholars. (up to $110,000/year; 3 year minimum)

INTERNATIONAL SCHOLAR AWARD REQUIREMENTS/QUALIFICATIONS

- The sponsoring institution must be included in the World Bank Classification as a High Income country (e.g. the United States, Canada, United Kingdom, etc.). The sponsoring institution is the institution at which the individual will be obtaining their training.

- Sponsoring institutions may submit only one new International Scholar Award application per year. (Concurrent International Scholars with different funding periods are allowed.)

- Eligible countries of origin for the researcher are those included in the World Bank Classification as Low, Lower-Middle and Upper-Middle income countries.

- Only one International Scholar will be considered for funding from the same participating low or middle-income country institution of origin.

- During years 1-3, a minimum of 50% of the Scholar’s time is required to include training and research at the sponsoring institution.

- Years 1-3 of the award will be payable to the Scholar’s sponsoring institution(s), nonprofit research institution(s) or laboratory(ies). If appropriate, the sponsoring institution can issue sub-awards for the Scholar’s research activities occurring at the institution of origin during years 1-3. (Years 4-5, if funded, may be paid to the International Scholar’s institution of origin; see Conditions of Award below).

- Applicants should hold a Ph.D., M.D., D.O., or international equivalent degree by the date the award becomes effective.

- Applicants must be early-career and possibly hold a junior faculty-level position at an academic or non-profit research institution or laboratory, and must have held such a position for no longer than
5 years at the time of the application deadline. (Year 4-5 funding will require a guaranteed faculty position at the institution of origin.)

- Awardees will need to obtain appropriate work authorization to complete their project and return to their country of origin following completion of their training. Work authorization costs are not allowable expenses.

- Applicants must have completed a pediatric oncology fellowship or two (2) years of equivalent training.

- Applications must be submitted by the sponsoring institution, with a letter of concurrence and support from the institution of origin.

- Applicants must have a pediatric oncology related research project. Applicants will need to demonstrate the specific pediatric oncology research need of the institution in their country of origin and how this training will meet that need. The research proposal will need to be integrated within the broader context of advancing care and building capacity in the institution of origin.

- Applicants must have a Sponsor (Faculty Mentor) who provides supervision, facilities and research support from a Pediatric Hematology/Oncology Program at the sponsoring institution.

- Applications that do not include a research proposal will not be accepted.

- The research proposal must include 2-3 years of training at the sponsoring institution, as well as the implementation of a carefully constructed research project at the institution of origin (see below).

- Applicants must commit to return to their country of origin upon completion of the training period at the sponsoring institution. A letter of support from the Institution of Origin is required.

- Selection criteria will include the scientific merit of the research proposal, scientific quality and impact of proposed training, the potential for the Scholar to continue training other investigators in their country of origin, and the commitment of the scholar’s institution of origin to develop and continue the research program in order to increase the chances of long-term success.

- See page 6 for additional requirements of all St. Baldrick’s funding recipients.

**REVIEW AND SELECTION PROCESS**

Each application is scientifically reviewed by qualified pediatric oncology researchers with expertise in international projects. Recommendations for funding are made to the St. Baldrick’s Foundation Board of Directors which makes final decisions. The total funds granted are determined based on the funds available and the scientific quality of the applications.

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

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

Liz M. Jackson, Director of Grants Administration
Liz.Jackson@StBaldricks.org
(626) 792-8247, ext. 262
CONDITIONS OF AWARD

• This award is granted for three (3) years with an opportunity to apply for an additional two (2) years of funding based upon the demonstration of significant progress.

• Funding for years 1-3 will be a maximum amount of $110,000/year and may be used for the salary and benefits (competitive salary for the sponsoring institution), tuition, research support and/or equipment for subsequent years, and, if applicable, justified travel.

• Fringe benefits are limited to up to 30% of the salary amount and generally defined as medical and dental insurance, life insurance and retirement benefits and are payable only for eligible participation in such programs.

• Expenditures for laboratory costs/equipment and travel are not considered fringe benefits.

• Years 4-5, if funded, will be a maximum amount of $115,000/year. Year 4-5 costs are limited to up to 50% of the Scholar's salary, research related support and/or equipment, and attendance at international research meetings. (International Scholar travel to attend scientific meetings and workshops that the sponsor determines to be necessary for the individual’s research training and career development experience is an allowable scholar expense.) Years 4-5 may be paid to the International Scholar’s institution of origin.

• A portion of the funding for years 4-5 may be budgeted to ensure the program's success after the Scholar’s training is complete, to provide the Scholar’s institution of origin the necessary resources to continue the work and pass the training on to others there (see above).

• No institutional overhead or indirect funding is provided under the terms of the grant.

• St. Baldrick’s Foundation funds may not be used for human embryonic stem cell research.

• See page 6 for additional requirements of all St. Baldrick’s funding recipients.

IDENTIFICATION

The title “St. Baldrick’s Foundation International Scholar” as applicable shall be used in all printed and/or electronic publications during the period of the award. Identification with the Foundation shall also be in any news released about the Scholar’s research project by the public relations department or its equivalent at the sponsoring institution.

TRANSFER

Requests for transfers by a Scholar to another institution while the award 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 Scholar must submit a request for transfer and appropriate documentation of justification accompanied by prior written approval from the Principal Investigator at the originating institution as well as written acceptance by the Principal Investigator, if applicable, at 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 Scholar’s funding period is interrupted for any reason, written permission must be obtained from the Foundation if the Scholar’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 Scholar’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 Scholar 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
The Scholar must submit reports of his/her annual research progress, online via ProposalCENTRAL, by the dates specified in ProposalCENTRAL. In addition to the scientific report, this includes a lay report written for the general public. The progress report shall be accompanied by an evaluation report from the Sponsor directly responsible for the Scholar’s work. A brief Interim Update verifying receipt of funds and usage is due after the first three (3) months of each grant year. These reports must be completed using the templates available on ProposalCENTRAL.

Progress reports which are more than thirty (30) days late will impact the Primary Investigator’s consideration and release of future awards. These reports shall be reviewed by the Foundation to evaluate the research progress of each Scholar. The Foundation reserves the right to terminate any award if it determines that there has been inadequate research progress or a failure to adhere to the original proposal submitted with the application.

PUBLICATIONS
Publications must be submitted online at ProposalCENTRAL prior to or within thirty (30) days of publication date.

FINAL REPORTS
Within thirty (30) days of the Scholar Award’s end, the Scholar shall submit a summation of the research activities, with copies of all publications concerning a final progress report of the research conducted which shall include a recapitulation written by the Scholar. Again, a report of the research project must be included for the lay public. The final report should be accompanied by an evaluation report from the Principal Investigator providing supervision for the Scholar’s work. Receipt by the Foundation of a satisfactory final research report and a satisfactory final accounting report will determine the institution’s ability to apply for future awards. Reports are submitted online via ProposalCENTRAL, using the templates provided.

The Foundation will continue to stay in touch with each Scholar to determine how Foundation funding
has influenced his/her career and how it has contributed to finding a cure and/or better treatments for childhood cancer.

**EXPENDITURE REPORTS**
The Scholar must annually submit a report of expenditures, due within sixty (60) days of the end of each grant year. All expenditures are expected to follow the approved budget. These reports must be submitted online via ProposalCENTRAL, and should include the Scholar name, reporting period, and breakdown of expenditures by budget categorical items.

**HUMAN INVESTIGATION**
The Scholar Award applicant and Principal Investigator must obtain approval from the sponsoring institution’s Office of Human Research Protection, if the project pertains to human research or the use of human materials. Applicant and the Principal Investigator must agree that any deviation from original plans which will involve human subject research will not be undertaken unless prior written approval from the Sponsoring Institution’s Office of Human Research Protection is obtained. The Foundation reserves the right to terminate or modify this award, in its discretion, if it disapproves of this change in the original research application. Failure to notify the Foundation of the use of human material or subjects in a Scholar’s research may also result in termination of the award and return of remaining funds to the Foundation.

**BIOHAZARDS**
The Scholar Award applicant and sponsoring institution shall submit an acknowledgment during the application process that potential biohazards are involved and provide an institutional statement of assurances regarding such 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 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. During the application process, the applicant must submit a statement that the sponsoring institution meets and adheres to these policies. Failure to notify the Foundation of compliance with these guidelines or the improper use of laboratory animals may result in termination of the award.

**INTERNATIONAL SCHOLAR AWARD APPLICATION AND AWARD TIMELINE**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of Intent due by</td>
<td>Jan. 30, 2015</td>
</tr>
<tr>
<td>Application submission deadline</td>
<td>April 3, 2015</td>
</tr>
<tr>
<td>Award announcements by</td>
<td>June 15, 2015</td>
</tr>
<tr>
<td>Award period begins</td>
<td>July 1, 2015</td>
</tr>
</tbody>
</table>
CONTACTS

For help using the online application system:
ProposalCENTRAL Customer Support
pcsupport@altum.com
(800) 875-2562

For grants inquiries:
St. Baldrick’s Foundation
Department of Grants Administration
Grants@StBaldricks.org
(626) 792-8247
“Current economic circumstances severely limit the funding available from government sources such as NIH for novel exploratory research. The St. Baldrick’s Foundation is stepping in to help propel science and innovation.”

Shunbin Xu, M.D., Ph.D., Rush University Medical Center, 2011 St. Baldrick’s Research Grant

Research Grants

These grants are for specific one-year research projects which are hypothesis driven and may be either laboratory, clinical or epidemiological in nature. (Please submit a realistic budget for the project. Average grant will be $100,000 or less; exceptions may be made with satisfactory documentation.)

“After I completed my Ph.D., St. Baldrick’s support was important in launching my program of research on activity intervention for improving fatigue.”

Mary Hooke, Ph.D., Children’s Hospitals and Clinics of Minnesota, 2010 St. Baldrick’s Supportive Care Research Grant

Supportive Care Research Grants

These grants are for specific one-year research projects which are hypothesis driven and focus on areas related to the supportive care of children and adolescents with cancer. Examples include but are not limited to: studies related to symptom clusters, patient-reported outcomes/quality of life, health communication, health promotion, and psychosocial support across the trajectory from diagnosis to survivorship or end-of-life care. (Please submit a realistic budget for the project; average grant will be $50,000).

“This grant is the single most important thing to happen to our consortium. The funding will allow us to do the largest prospective late effects trial in pediatric oncology.”

Christine Duncan, Dana-Farber Cancer Institute, 2013 St. Baldrick’s Consortium Research Grant

Consortium Research Grants

These grants are for multi institutional groups collaborating on specific research projects which are hypothesis driven and may be either laboratory or clinical in nature. (Please submit a realistic budget for the project; average grant will be 1-5 years, $100,000- $500,000 annually.) St. Baldrick’s hopes to fund 1-3 new Consortium Research Grants a year.

PLEASE SEE BELOW FOR THESE THREE FUNDING TYPES.
QUALIFICATIONS AND CONDITIONS

• The lead institution on the proposal must be located in the United States.

• Each institution is eligible to submit two applications in the Research Grant category.

• Consortia are considered as separate entities and more than one application may be submitted by an institution acting as lead.

• For all other categories (Fellow, Scholars, Supportive Care Research Grants), one application may be submitted.

• It is possible for an institution to receive funding in more than one category.

• Applicant should hold at least a M.D./D.O. or Ph.D. degree by the date the award becomes effective.

• 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. (Consortium grant funding will be made payable to the lead institution to administer on behalf of the consortium.)

• No institutional overhead or indirect funding is allowed.

• See page 6 for additional requirements of all St. Baldrick’s funding recipients.

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.

PROGRESS REPORTS

Grant recipients must submit reports of his/her 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. A brief Interim Update verifying receipt of funds and usage is due after the first three (3) months of each grant year. These reports must be completed using the templates available on ProposalCENTRAL.

Progress reports which are more than thirty (30) days late will impact the Primary Investigator’s consideration and release of future awards.

PUBLICATIONS

Grant recipients must submit publications, online via ProposalCENTRAL, prior to or within thirty (30) days of publication date.
**EXPENDITURE REPORTS**

The Principal Investigator must annually submit a report of expenditures, due within sixty (60) days of the end of each grant year. All expenditures are expected to follow the approved budget. These reports must be submitted online via ProposalCENTRAL, and should include the PI name, reporting period, and breakdown of expenditures by budget categorical items.

Consortium grant recipients must also submit a 9 month expenditure report each grant year. All expenditures are expected to follow the approved budget. These reports must be submitted online via ProposalCENTRAL, and should include the PI name, reporting period, and breakdown of expenditures by budget categorical items.

**TRANSFER**

Requests for transfers by a researcher 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 researcher must submit a request for transfer and appropriate documentation of justification accompanied by prior written approval from the Principal Investigator at the originating institution as well as written acceptance by the Principal Investigator, if applicable, at 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.

**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 Health, as outlined in: PHS form 398 ([http://grants.nih.gov/grants/funding/phs398/phs398.html](http://grants.nih.gov/grants/funding/phs398/phs398.html)). As part of the application, the applicant must submit documentation of approval of the study by his or her Institutional Review Board, along with the Institution’s Human Subjects Assurance Number. 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.

**REVIEW AND SELECTION PROCESS**

Each application is scientifically reviewed by qualified pediatric oncology research experts. Recommendations for funding are made to the St. Baldrick’s Foundation Board of Directors who makes final decisions. The total funds granted are determined based on the funds available and the scientific quality of the applications.

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

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

Liz M. Jackson, Director of Grants Administration
Liz.Jackson@StBaldricks.org
(626) 792-8247, ext. 262

**GRANT APPLICATION AND AWARD TIMELINE**

- Application submission deadline: April 3, 2015
- Grant announcements by: June 15, 2015
- Grant period begins: July 1, 2015

**CONTACTS**

*For help using the online application system:* ProposalCENTRAL Customer Support
pcsupport@altum.com
(800) 875-2562

*For grants inquiries:* St. Baldrick’s Foundation
Department of Grants Administration
Grants@StBaldricks.org
(626) 792-8247
“Grants that support the infrastructure or operation of organizations are just as critical as those that support actual research ideas, yet these types of grants are less common. St. Baldrick’s recognizes this and has actively sought to fund research needs through supplying both infrastructure and traditional research grants.”

Ronnie Neuberg, M.D., University of South Carolina, 2012 St. Baldrick’s Infrastructure Grant

Infrastructure Grants

Note: Fall cycle, Letter of Intent due by July 1, 2015; application due by Aug. 28, 2015.

AWARD REQUIREMENTS/QUALIFICATIONS

• Institutions must be located in the United States.

• These grants are intended for institutions with the potential to participate significantly more in childhood cancer clinical trials, but which are smaller or have barriers to greater participation due to a lack of resources.

• Infrastructure grants are designed to provide an infusion of funds to enable an institution to acquire the personnel (i.e., a clinical research associate) or resources it needs to reach its potential in broader clinical trial participation. The applicant should indicate how ongoing personnel costs will be funded in future years.

• Grants are normally in the range of $25,000 to $50,000; exceptions may be made for proposals with budgets documenting a need for more.

• Preference is given to institutions with high needs and low philanthropic support, in areas where St. Baldrick’s funds are raised, especially with institutional involvement.

• Preference is given to institutions that serve populations which have limited access to participation in clinical trials.

• Preference is given to institutions which have not received other SBF funding for at least one year.

• St. Baldrick’s participation is one factor that influences funding decisions for this grant category only. Participation may include speaking at an event or to the media on behalf of St. Baldrick’s, helping identify volunteers or families of kids with cancer to honor, hosting a group of volunteers to learn more about the cause, participating in your favorite activity to raise funds for pediatric cancer research (i.e. running, walking, climbing a mountain, hosting another event, etc.), head-shaving and more.

• See page 6 for additional requirements of all St. Baldrick’s funding recipients.
REVIEW AND SELECTION PROCESS

The St. Baldrick’s Foundation will review applications received by the due date. Review factors include the need of the institution and local patient population, expected results of the grant, and local participation in St. Baldrick’s events. The number of awards is determined based on the funds available. The St. Baldrick’s Foundation Board of Directors will make all final decisions.

Applicants selected for funding will be notified as soon as possible after selection. Grant rankings are confidential.

Any questions following the notification of awards should be addressed in writing to:
Liz M. Jackson, Director of Grants Administration
Liz.Jackson@StBaldricks.org
(626) 792-8247, ext. 262

CONDITIONS OF THE AWARD

• 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.

• No institutional overhead or indirect funding is allowed.

• Up to 30% of the salary amounts can be budgeted for fringe benefits.

• 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.

• St. Baldrick’s Foundation funds may not be used for human embryonic stem cell research.

• Applicants must be at Children’s Oncology Group Institutions in the U.S. (Exceptions may be made for institutions applying for COG membership).

• The grant recipient will include a year-round link to the St. Baldrick’s website (StBaldricks.org) where appropriate and will announce the grant in newsletters or other publications as appropriate.

• The grant recipient will work with the Foundation to coordinate the issue of a joint press release to announce the grant. This may be done at a small event at the institution with key St. Baldrick’s volunteers, donors, and media invited. This is an opportunity to showcase your work on behalf of children with cancer to the St. Baldrick’s community, thus generating more support for both the institution and St. Baldrick’s.

• Grant recipients will become familiar with the St. Baldrick’s Foundation and be prepared to speak to others about its work, as appropriate.

• See page 6 for additional requirements of all St. Baldrick’s funding recipients.
IDENTIFICATION
The St. Baldrick’s Foundation shall be identified as a funding source in all appropriate printed and/or electronic publications.

PROGRESS REPORTS
Grant recipients must submit reports of his/her research progress, online via ProposalCENTRAL, by the dates specified in ProposalCENTRAL, using the template provided. The report will detail funds expended to date, plans for any unspent funds, and a summary of accomplishments with this grant. Included will be a brief lay report of the importance of the grant to the institution and to childhood cancer research. The grant recipient shall forward copies of all publications concerning this grant, both during and after the grant period. A brief Interim Update verifying receipt of funds and usage is due after the first three (3) months of the grant. These reports must be completed using the templates available on ProposalCENTRAL.

Progress reports which are more than thirty (30) days late will impact the Primary Investigator’s consideration and release of future awards.

PUBLICATIONS
Grant recipients must submit publications, online via ProposalCENTRAL prior to or within thirty (30) days of publication date.

EXPENDITURE REPORTS
The Principal Investigator must annually submit a report of expenditures, due within sixty (60) days of the grant end date. All expenditures are expected to follow the approved budget. This report must be submitted online via ProposalCENTRAL, and should include the reporting period and breakdown of expenditures by budget categorical items.

HUMAN INVESTIGATION
The grant recipient must obtain approval from the institution’s Office of Human Research Protection if the project pertains to human research or the use of human materials. Those projects which do not deal with such human investigations agree that any deviation from such research which will involve human subject research will not be undertaken unless prior written approval from the Sponsoring Institution’s Office of Human Research Protection is obtained.

BIOHAZARDS
During the application process, the institution shall submit an acknowledgment if potential biohazards are involved and provide an institutional statement of assurances regarding such potential biohazards and safeguards pertaining to this aspect of the project 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. During the application process, 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.

GRANT APPLICATION AND AWARD TIMELINE
Letter of Intent deadline: July 1, 2015
Application submission deadline: Aug. 28, 2015
Award announcements by: Nov. 30, 2015
Award period begins: Dec. 1, 2015 or Jan. 1, 2016 (applicant’s choice)

CONTACTS
For help using the online application system:
ProposalCENTRAL Customer Support
pcsupport@altum.com
(800) 875-2562

For grants inquiries:
St. Baldrick’s Foundation
Department of Grants Administration
Grants@StBaldricks.org
(626) 792-8247
Using ProposalCENTRAL

The St. Baldrick’s Foundation uses ProposalCENTRAL (proposalcentral.altum.com) for electronic submission of all LOIs and Full Applications. Fax, email or hard copy submissions will not be accepted. See “Prepare and Submit a Proposal” at https://proposalcentral.altum.com/review/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 “Registering and Completing Your Professional Profile” at https://proposalcentral.altum.com/review/RegUser.pdf for more information).

SUBMITTING THE LOI/APPLICATION

1. LOG-IN & BEGIN AN LOI/APPLICATION. To start a new LOI/application, log-in 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 GrantMaker.” Find the program for which you wish to apply, and click “Apply Now” to begin the proposal. Click the blue Manage Proposals tab and then the black Awarded link.

2. COMPLETE AN APPLICATION AFTER LOI APPROVAL. Log-in as an Applicant and select the Manage Proposals tab. Select the “In Progress” link. Find the LOI that was approved, and select the “Edit” link to access and complete your application.

3. ENABLE ACCESS FOR OTHER USERS. The Principal Investigator must start the LOI or Application. However once a proposal 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 proposal 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. Proposals 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 e-mail will confirm your submission. Once your application is submitted you may view it by accessing the “Submitted” link under the “Manage Proposals” tab.

It is the responsibility of the applicant to ensure and to verify that the online proposal is submitted.
before 5:00 p.m. EASTERN TIME by the deadline date 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 “Access to Award Information in ProposalCENTRAL” at [https://proposalcentral.altum.com/review/Instructions_Award_Info.pdf](https://proposalcentral.altum.com/review/Instructions_Award_Info.pdf) for more information.

**UPLOADING AWARD DELIVERABLES**

1. Login to proposalCENTRAL under the “Applicant Login” section: proposalcentral.altum.com.

2. Click the blue Manage Proposals tab and then the black Awarded link.

3. Click the blue Award Details 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.”

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://proposalcentral.altum.com/review/RegInst.pdf

- How to register as a proposalCENTRAL user:
  https://proposalcentral.altum.com/review/RegUser.pdf

- How to create an application using proposalCENTRAL:
  https://proposalcentral.altum.com/review/CreateApp.pdf

- Grantee instructions to access award information:
  https://proposalcentral.altum.com/review/Instructions_Award_Info.pdf

CONTACTS

For help using the online application system:
ProposalCENTRAL Customer Support
pcsupport@altum.com
(800) 875-2562

For grants inquiries:
St. Baldrick’s Foundation
Department of Grants Administration
Grants@StBaldricks.org
(626) 792-8247