

Alliance Cancer Control Program (CCP) Award Frequently Asked Questions

Application Process

- Is there a link for the Research Funding Proposals (RFPs)? *The RFP is described on the Alliance awards webpage at: [Alliance - CCP Pilot Project Award \(allianceforclinicaltrialsinoncology.org\)](http://allianceforclinicaltrialsinoncology.org).*
- What are the steps to apply for a CCP Pilot Project Award? *First, interested applicants must submit a Letter of Intent (LOI) to Jill Oliveri (jill.oliveri@osumc.edu) by September 22, 2022 at 5:00pm Eastern Time. The LOI must include: proposal title, goal and/or specific aims and a one-paragraph description of the proposed project, as well as demonstration/documentation of institutional and individual Alliance membership, as well as CCP committee membership (as appropriate). Eligible applicants will then be invited to submit an application to be considered for award funding.*

Eligibility

- Who can apply for the Pilot Project Award (CATEGORY 1)? *The PI must be an early career investigator (defined as either an instructor or assistant professor position within their institution and no more than 10 years from the start of their first faculty appointment) and must also be a self-defined member of an underrepresented minority (URM) group (defined as any individual who identifies as Black/African American, Hispanic/Latino, Native Hawaiian and other Pacific Islanders, or American Indian and Alaska Native). The PI, their mentors, and their respective institutions must be Alliance members, and, if selected for funding, the PI must be a member of a relevant Alliance CCP committee prior to distribution of funds.*
- Who can apply for the Pilot Project Award (CATEGORY 2)? *The PI (or Co-PIs) can be from any career stage, but must be a member of a CCP committee at the time of application.*
- Are non-US investigators eligible to apply for these awards? *Yes, as long as they are an Alliance member rostered with an Alliance institution.*
- Can multiple investigators be listed on the application? *For CATEGORY 1: No. For CATEGORY 2: Yes. However, one person must be designated as the contact Principal Investigator. This person will be the primary contact for all communications related to the application, including the person who will be named on the sub award, if the project is selected for funding. All Co-PIs must be an Alliance member rostered with an Alliance institution. Only the contact PI must be a member of an Alliance CCP committee; however, it is strongly encouraged that all co-PIs on the project be a member of an Alliance CCP committee.*

- What are the membership requirements for award eligibility? *Applicants must meet these membership requirements:*
 - *Institutional Alliance membership (all PIs, Co-PIs, and early career investigator mentors)*
 - *Individual Alliance membership (applies to all PIs or Co-PIs and early career investigator mentors, if applicable)*
 - *Alliance CCP committee membership (CATEGORY 1: at least one mentor; CATEGORY 2: contact PI)*

Are retrospective studies permitted for these awards? *No, proposals involving analyses of existing Alliance or legacy data are not permitted.*

- Are biomarker studies permitted for these awards? *No, biomarker studies are not permitted for these awards.*
- May I submit multiple, but separate, proposals for consideration for a CCP award in a given year? *No, an applicant may only be a PI (or Co-PI) on one proposal for consideration for a CCP award.*
- If I have previously received a CCP pilot project or CCP junior faculty award, may I submit another proposal? *Yes, provided that you have received approval for the final progress report of a retrospective study by the time of application submission (i.e., October 20th).*

Alliance and Cancer Control Program Committee Membership

- How can I determine if my institution is an Alliance member? *To see if your institution is an Alliance member, please check under the “about” tab → “member institutions” on the Alliance website (www.allianceforclinicaltrialsnononcology.org).*
- Can members of affiliate institutions apply? *Yes, members of affiliate institutions, as long as the affiliate institution is an Alliance member institution, are eligible to apply for either category.*
- If I transfer to another Alliance institution, can my award also be transferred? *Most likely yes; however, the request to transfer the award should be made as soon as possible. The request should be sent to the Alliance Grant Administration inbox at researchadministration@alliancenctn.org, and a final determination will be made. You will be notified of the decision in writing.*
- If I transfer to a non-Alliance institution, can my award also be transferred? *No, your award cannot be transferred to a non-Alliance institution. Your options include transferring the project to someone else located at the originating Alliance institution or shutting down the study.*

- Do I need to be an Alliance member? *Yes, all PIs and Co-PIs must be Alliance members. Mentors of early career investigator applicants must also be Alliance members.*
- How do I become an Alliance member? *The link for becoming an Alliance member is provided below and questions can be directed to the Alliance membership coordinator at membership@AllianceNCTN.org.*

<https://www.allianceforclinicaltrialsnoncology.org/main/public/standard.xhtml?path=%2FPublic%2FIndividual-Participation>

- If my primary institution is not an Alliance member, but I hold an appointment at an Alliance member institution, am I eligible? *Yes. The fact that you hold an appointment at an Alliance member institution should be made clear in your application. Please note, however, the funds will be awarded to the Alliance institution where you hold an appointment.*
- Do I need to be an Alliance CCP committee member? *For CATEGORY 1, at least one mentor must be an Alliance CCP committee member. If selected for funding, the PI must be a member of a relevant Alliance CCP committee prior to distribution of funds. For CATEGORY 2, the contact PI must be an Alliance CCP committee member. The CCP committees are: Cancer in the Older Adult, Community Oncology, Health Disparities, Health Outcomes, Prevention, or Symptom Intervention. Please contact the CCP Program Manager, Niveditha Subbiah (niveditha@alliancencn.org), and copy anfadministration@alliancencn.org for more information.*
- Which Alliance CCP committee should I request membership from? *You should request membership on the committee most closely aligned with your proposal and interests.*
- Do all investigators listed on the proposal need to be Alliance members? *Yes, all PIs or Co-PIs (for both award categories) and the early career investigator's mentors, if applicable, must be Alliance members.*
- Do all investigators need to be Alliance CCP committee members? *No. For CATEGORY 1, at least one mentor must be an Alliance CCP committee member. If selected for funding, the PI must be a member of a relevant Alliance CCP committee prior to distribution of funds. For CATEGORY 2, the contact PI must be an Alliance CCP committee member. The CCP committees are: Cancer in the Older Adult, Community Oncology, Health Disparities, Health Outcomes, Prevention, or Symptom Intervention. Please contact the CCP Program Manager, Niveditha Subbiah (niveditha@alliancencn.org), and copy anfadministration@alliancencn.org for more information.*

- As an early career investigator, do my mentors need to be members of the Alliance? *Yes, all early career investigator's mentors must be members of the Alliance.*
- As an early career investigator, do my mentors need to be an Alliance CCP committee member? *Yes, at least one mentor must be an Alliance CCP committee member.*
- How do I know if I or my mentors are Alliance CCP committee members? *You can check CCP committee member status in the Alliance Directory under the Committee tab:*

https://allianceforclinicaltrialsinoncology.org/main/member/apps/directory/directory_query.xhtml?firstName=b*&lastName=moore&institution=0&nciId=&city=&personRole=none&coopGroup=6461&state=

- If I am not currently a member of an Alliance CCP committee, but am planning to apply for membership, may I submit an award application? *Yes, however, Alliance CCP committee membership requests must be submitted to the CCP Program Manager, Niveditha Subbiah (niveditha@alliancencn.org), with a copy to anfadministration@alliancencn.org, and must have a confirmed membership status no later than the application submission deadline (CATEGORY 2 only).*

Application

- Is there a specific format to use for the application? *While there is no specific format, proposals should be written using 11 point font (or larger) in either Arial, Helvetica, Palatino Linotype or Georgia typeface (black font color) with at least 0.5 inch margins on all sides and should include the following:*
 - Title page (include address, phone number, and preferred email address for contact PI; include email address for all Co-PIs) (not included in page limit)
 - Background (include rationale and significance)
 - Study objectives
 - Study plan (include schema and eligibility criteria)
 - Data analysis plan
 - Feasibility (provide evidence that study can reach accrual goal within 18 months of the start of funding)
 - Description of how this pilot study will lead to an Alliance protocol in the near future
 - Description of research environment
- Are references included in the page limit? *No, references are not included in the page limit. Other required elements not included in the page limit:*
 - Detailed training plan (for CATEGORY 1 only; 1 page limit)
 - Letter of support from the mentors committing time to mentor the early career investigator (for CATEGORY 1 only: 1 page limit for each)

- *NIH-formatted biographical sketch for PI(s) and mentors (if applicable)*
 - *Summary of Other Support for PI(s)*
 - *Budget (following the PHS 398 budget format, including the Detailed Budget for Initial Budget Period AND the Checklist Form page) that may request up to \$100,000 in total costs (including institutional indirect costs totaling not more than 15%)*
 - *Detailed budget justification*
- *Do applications need to focus on specific topics? For both categories, proposal topics may focus on cancer prevention, risk assessment, screening, symptom intervention, surveillance, health outcomes research, or specific population groups, including minority and underserved, older adult, or adolescent and young adult populations. For CATEGORY 2, projects must address clinical trial issues related to underrepresented groups including, but not limited to, older or younger individuals or those from racial and/or ethnic, sexual and gender minority groups.*
 - *Are letters of support needed for Pilot Project Award proposals? For CATEGORY 1, yes. A letter of support from each mentor is required for CATEGORY 1 applicants. For CATEGORY 2, general letters of support should not be included. However, one letter of support is permitted for each participating institution of a multi-institutional study. If additional letters of support are included with CATEGORY 2 proposals, they will be removed prior to distribution to the review committee.*
 - *Does the application need to be signed by the institution's authorized official? No, the application does not need to be signed. However, should funding be awarded, your institution's authorized official will need to sign the sub award. Please note, some institutions may require the institution's authorized official signature for the application. You are responsible for determining if your own institution requires an authorized official signature on your submitted application.*
 - *Does my study need to be approved by an IRB? Yes, IRB approval or exemption from the contact PI's institution is required and preferably before funding begins so research activities can begin as soon as possible after funding is awarded.*
 - *Is a separate Other Support document required, or is the other support noted on the biosketch sufficient for this application? Other support noted on the biosketch is sufficient for this application, but a separate Other Support document will also be accepted.*

Funding and Budget

- *What is the level of funding? Up to \$100,000 total costs (including institutional indirect costs totaling not more than 15%) for up to two (2) years of funding will be awarded for Alliance investigators and early career investigators. See other questions below and the RFP for more detailed information.*

- What budget format should I use? *All applicants should use the PHS 398 budget format (i.e., both the Detailed Budget for Initial Budget Period AND the Checklist Form Page). The link for those forms is provided below. Be sure to include the checklist page (which will reflect the indirect rate, too).*

<http://grants.nih.gov/grants/funding/phs398/phs398.html>

- Are the budget pages included in the page limit? *No, the budget pages are not included in the page limit.*
- What indirect F & A rate should I use? *Applicants should use the federally negotiated rate for their institution, but totaling not more than 15%.*
- For CATEGORY 1 applications, may I request salary support for myself (the early career investigator)? *Yes, you may request up to 10% of your salary plus the fringe on that salary. For example, if your salary is \$50,000, and your fringe rate is 25%, you may request \$5,000 in salary plus an additional \$1,250 in fringe (total of \$6,250) as part of the \$100,000 budget limit.*
- For CATEGORY 1 applications, may I request salary support for my mentors? *No, salary support for mentors is not permitted.*
- For CATEGORY 2 applications, may I request salary support for myself (the PI) and/or other investigators? *No, salary support for PIs and other investigators is not permitted for CATEGORY 2 applications.*
- May I include a line item in the budget to reimburse participating sites for their collaboration on my proposal? *Yes, you may include a line item for this purpose; however, the collaborating institutions will not receive cancer control credit or per-case reimbursement for any participants enrolled on this trial. The Alliance NCORP Research Base will only issue one sub-contract (to the contact applicant's institution) per award. The contact PI will be responsible for payment to their collaborating institutions. Important note: When making arrangements with collaborating institutions, the applicant must take into consideration that if awarded, the applicant will not receive all of the funding upfront, but will receive funds via two lump payments.*
- Can travel funds be included in the budget? *Yes, travel funds to conduct the research and/or attend an Alliance meeting to present final results are permitted and should be included in the budget. No additional Alliance funds will be available to assist with travel to an Alliance meeting to present final results.*
- What other items cannot be included in the budget? *Funds for equipment cannot be requested because use of federal funds prohibits it.*

- May I request carryover funds? *Carryover funds may be requested, but they are not guaranteed. The proposal's scope and timeline should be realistic for an 18-month research period. If the project cannot be completed in an 18-month period, a back-up plan for supplemental funding should be in place as we cannot guarantee that carryover funds will be approved by NCI.*
- When will funding begin? *Funding can begin when the sub awards are fully executed. The sub award contracts will be sent to the recipient's institution in November 2022.*
- What will happen if I have difficulty activating and recruiting to my study? *If the study is not activated within the first 12 months after funding is awarded, the study will be shut down. Applicants are strongly encouraged to submit their proposal to their local IRB for approval at the time the application is submitted to reduce time to activation, if funded. Progress toward implementing recruitment strategies and increasing accrual will be evaluated as needed throughout the study period. Failure to accrue to the trial as planned may result in early termination of the study and forfeiture of remaining award funds.*

Funding Mechanism

- Who is the sponsor of this grant? *The National Cancer Institute (NCI) via a grant to the Alliance NCORP Research Base.*
- What is the Alliance NCORP Research Base grant number? *UG1 CA189823*
- How will the funds be awarded? *Funds will be awarded in two payments. The first payment occurs at the date the award agreement is executed to cover Year 1 expenses through June 30, 2023. Payment of Year 2 funds is made up on receipt and approval of a progress report and financial report detailing completed Year 1 activities.*
- Will funded proposals receive the entire award at the beginning of the funding period? *No, funds will be awarded in two payments. The first payment occurs at the date the award agreement is executed to cover Year 1 expenses through June 30, 2023. Payment of Year 2 funds is made up on receipt and approval of a progress report and financial report detailing completed Year 1 activities.*
- Can sub awards be created for each institution participating in a particular trial? *No. Only one sub award will be issued per funded project from the Alliance NCORP Research Base to the contact PI of the award. Investigators should work with their own institution to determine if they are able to request an exception to their institution's policy to avoid charges incurred to set up subcontracts post-award.*

Submission

- What is the application deadline? *October 20th at 5:00pm (Eastern Time). Submission deadlines will be strictly enforced.*
- How should I submit my proposal and supporting documents? *Complete applications should be emailed to Dr. Jill Oliveri (jill.oliveri@osumc.edu).*
- What do I need for my submission?
 - *Complete application including title page, background, study objectives, study plan, data analysis plan, feasibility, description of how this pilot study will lead to an Alliance protocol in the near future, description of research environment*
 - *References*
 - *Detailed training plan (for CATEGORY 1 only; 1 page limit)*
 - *Letter of support from the mentors committing time to mentor the early career investigator (for CATEGORY 1 only: 1 page limit for each)*
 - *NIH-formatted biographical sketch for PI(s) and mentors (if applicable)*
 - *Summary of Other Support for PI(s)*
 - *Budget (following the PHS 398 budget format, including the Detailed Budget for Initial Budget Period AND the Checklist Form page) that may request up to \$100,000 in total costs (including institutional indirect costs totaling not more than 15%)*
 - *Detailed budget justification*

Click [here](#) for a submission checklist for Pilot Project

Award proposals. Other

- Will the Alliance provide any regulatory management of my proposal? *No, so please budget accordingly. The contact PI will be responsible for regulatory management at his/her own institution and working with collaborating institutions.*
- Who will review these proposals? *Eligible and complete proposals will be reviewed by Alliance CCP committee chairs, co-chairs and vice chairs, as well as relevant Alliance disease-specific committee chairs who disclose no conflict of interest with the assigned protocol(s). Proposals will be evaluated, in part, on their potential to lead to a full protocol within the Alliance in the near future.*
- Will there be any special reporting requirements regarding my project, if funded? *Yes, awardees will be required to provide formal written updates every 6 months. In addition, they may be contacted periodically throughout the lifetime of the project to provide informal updates to either the relevant CCP committee chair(s) or the CCP Program Manager.*
- Do publications resulting from the project need to follow the Alliance Publications Policy? *Yes, awardees must adhere to the Alliance Publications Policy*

([https://www.allianceforclinicaltrialsinoncology.org/main/member/cmsfile?cmsPath=/Public/Governance/files/Chapter 10 Publications clean January 1 2018.pdf](https://www.allianceforclinicaltrialsinoncology.org/main/member/cmsfile?cmsPath=/Public/Governance/files/Chapter%2010%20Publications%20clean%20January%202018.pdf)) and are required to submit all abstracts and manuscripts to the Alliance Publications Coordinator (publications@AllianceNCTN.org) prior to submitting to the meeting or journal. All publications must acknowledge support from the Alliance NCORP Research Base grant UG1 CA189823 (Contact PI: Electra Paskett, PhD).