

## REQUEST FOR APPLICATION

### **Mission**

Pediatric Cancer Foundation is a nonprofit charitable organization dedicated to eradicating childhood cancer by raising funds for ground-breaking research and early phase clinical trials conducted by world renowned doctors at the hospitals we support.

### **Purpose**

This grant is designed to support clinical, scientific, and basic science research, state of the art equipment, and patient/parent care that will eventually lead to improvements in the treatment and cure of childhood cancers.

### **Eligibility**

- US based research institutions only.
- Established and new investigators, academic and health professionals in all disciplines and health-related professions.
- PhD and MDs welcome to apply.
- Interdisciplinary research is important, including collaborations.
- Clinical and basic scientists are encouraged to apply.

Project topics

- Summaries of projects currently funded are available at:

<https://pcfcares.org/our-impact>

### **Budget**

- Funding requests are for one year (12 months) from July 1 to June 30.
- A detailed and justified budget proportionate to the scope of the project must be included with the application. Information for creating a budget is available at:  
<https://www.niaid.nih.gov/grants-contracts/create-budget>
- Budget should be limited to 2 pages.
- Biographies and resumes for all people listed on the grant are required (not included in page limit).
- To gauge if the proposed budget corresponds to the project proposal and the costs are reasonable, specific line items are to be listed on the budget. Allowable categories for expenditures include personnel (salary only), supplies, services (e.g., data analysis, genomic/microbiome sequencing costs, statistical support), animal care, state of the art scientific and medical equipment, and furniture that provide a direct service to patients (e.g., infusion chairs).
- Costs not allowed are fringe benefits; computers; non-medical equipment; the construction, renovation or decoration of facilities; payment of honoraria; membership dues or tuition; purchase of textbooks or periodicals; payment for secretarial support; and travel costs.
- No overhead or indirect costs are provided to the Institution to which grants are awarded.
- No portion of the grant may be used to carry on propaganda or voter registration drives; to influence legislation or public elections; for the benefit of any government official; to make grants to individuals or other organizations; or for any purpose other than scientific, literary, or educational purposes stated.

### **Application Due Date**

All applications are due on February 1, 2025



## Application Format and Instructions

- Your name, the name of your institution, and your contact information (email, phone, fax, and cell numbers) must be listed on the top of each page (see Template).
- Submission of a research proposal in lay terms is required. The definition of lay terms is that people with no or little prior knowledge of the subject can read and understand the proposal and make an informed judgement as to the scientific and clinical significance of the proposal.
- All research involving human subjects, laboratory animals, and recombinant DNA techniques must comply with NIH guidelines.
- In the proposal, please indicate if this is your first application to Pediatric Cancer Foundation.
- If applicant has received prior funding from Pediatric Cancer Foundation, please indicate how long you have been receiving funding in your grant application.
- The application should explain the target audience, the specific objectives, preliminary results, the research plan including where, how, and when the research will be conducted and the significance of the proposed research.
- The application should include the following sections (maximum 3 pages):
  - Abstract (250 words maximum)
  - Introduction and Background
  - Preliminary Studies
  - Specific Objectives/Aims of Proposed Study
  - Research Plan including experiments to be conducted, procedures and methods to be used to collect and analyze the data
  - Benefits or Significance of the Research
- A list of citations (no more than 25) that support the research proposal must be included with the proposal (not included in page limit).
- Previous Pediatric Cancer Foundation recipients must include citations and either a copy or a link to all Pediatric Cancer Foundation supported abstracts, publications, posters, and presentations at all scientific and clinical meetings in proposals for continued funding (not included in page limit).
- List all conflicts of interest including the sources for additional funding for this research.
- Provide a letter of support from the institution leadership verifying institutional support and resources for proposed research.
- Provide a letter from Institution verifying Faculty appointment, and eligibility to apply for external funding.

## Software

- Application should be submitted as an Adobe PDF document along with a budget page in Excel format. Budget and justification should not exceed 2 pages (not included in the 3-page total for the research proposal).

## Language

- All applications must be submitted in standard American English.
- All terms must be spelled out the first time the term is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter.
- Avoid jargon.
- Research proposal must be written and explained in lay language. Applications received in scientific or clinical jargon will not be reviewed.



## Paper Size, Page Layout and Font

- Paper size, page layout, and font size refer to the format of the NIH Grant <https://tinyurl.com/y9k64fwl>
  - o Paper size:
    - Use standard letter paper (8½ X 11")
  - o Page layout:
    - Minimum margins are one-half inch on top, bottom, left, and right for all pages.
    - Use a single column format like this document.
  - o Fonts: The following fonts are recommended at a size of 11 points or larger: Arial, Georgia, Helvetica, Palatino Linotype.

## Figures, Tables, Figure Legends, Footnotes/Endnotes, Photographs and Images

- A smaller type is acceptable, but it must be in black ink, readily legible.
- Footnotes or endnotes are to be numbered consecutively.
- All illustrations, tables, and images (maximum of four) must be imbedded directly within the application and should be included in the total page limit.

## Filenames

- Save all document attachments with descriptive filenames of 50 characters or less (including spaces).
- Use one space (not two or more) between words or characters and do not begin the filename with a space or include a space immediately before the .pdf extension.
- Avoid the use of ampersand (&) since it requires special formatting (i.e., &amp;).

## Review Process

- Only complete applications written in lay language and received by the deadline will be reviewed.
- Pediatric Cancer Foundation strongly encourages applications by women, people of color, under-represented populations, and those who have experienced varied and non-traditional career trajectories.
- The review process is as follows:
  - o The application will be reviewed for completeness and compliance with grant proposal guidelines detailed above.
  - o All proposals meeting the guidelines detailed above will be reviewed and scored.
  - o Final Approval for funding will be made by the Pediatric Cancer Foundation Board of Directors.

## Review Criteria

- Each grant will be reviewed for:
  - o Readability and understandability of the project in lay terms.
  - o The research objectives are clearly explained.
  - o The significance of the project is stated and placed within the current body of knowledge in the field.
  - o The body of the proposal clearly describes who, what, when, where, and why of the research project.
    - This includes the experiments to be conducted and methodology to be used including statistical analyses and expected results.
  - o The research is appropriate for the funding requested and the 12-month time period from July 1 to June 30.
  - o The research is innovative and may lead to improved treatments or a cure for children with pediatric cancer.



## Feedback

- The Research Review panel will make recommendations for funding and Pediatric Cancer Foundation will make the final decision regarding approval and funding. The review and deliberation processes are confidential.

## Post-Award Requirements

- All awardees will sign a written agreement outlining the terms of the award. The start (July 1) and end (June 30) date of the twelve-month period will be included in the written agreement.
- Any substantive changes to the original research plan or budget must be discussed with Pediatric Cancer Foundation and submitted in writing.
- If extra time is needed to complete the scope and objectives of the research, a no-cost extension will be considered if submitted in writing at least 30 days prior to the end of the Award Year. Cost extensions will only be considered to complete the research.
- Any portion of the Award not expended within the calendar year will be returned to Pediatric Cancer Foundation within 30 days of the end of the Award year.
- All activities supported by the Award must comply with all applicable US Department of Health and Human Services regulations with respect to the rights and welfare of human subjects and laboratory animals, with regulations promulgated by the US Department of Agriculture under amendments of the Animal Welfare Act.
- Written Reports  
o Awardees will be required to provide Pediatric Cancer Foundation with two written progress reports on January 15 and July 15. Each report must include a lay summary of significant findings detailing the scope, nature, and extent of the activities conducted, the specific use of all Award funds, and all other income and expenses associated with the Research. These reports must be certified as correct by an authorized representative of Grantee Institution's Finance Department.  
o Failure to provide a progress report will make the awardee ineligible for future funding.
- Research Records  
o Awardees will maintain books and records on the Research. These books and records are to be made available for inspection by Pediatric Cancer Foundation upon request, but not more than twice a year, which will continue for a period of three years after the end of the Award year.
- Publication  
o Publication of research is strongly encouraged.  
o All publications (including abstracts, articles, studies) and all presentations (oral and posters) at scientific conferences and meetings resulting from research using Pediatric Cancer Foundation resources must acknowledge that the Research was subsidized by Pediatric Cancer Foundation, Mamaroneck, New York. The following language should be used in its entirety:
  - *This publication was made possible by support from Pediatric Cancer Foundation, Mamaroneck, New York. Its contents are solely the responsibility of the authors and do not necessarily represent the official view of the Pediatric Cancer Foundation.*
- Publicity  
o Awardees agree there shall be no publicity released concerning funding by Pediatric Cancer Foundation without the written prior consent of Pediatric Cancer Foundation.
- Site visits  
o Pediatric Cancer Foundation is entitled to site visits to discuss the Research with the Awardee and with the Awardee's personnel, until the Research is completed, and all reports are submitted.



• Connections to Pediatric Cancer Foundation

- o All awardees will provide a photograph and biography of everyone involved in the research and grant. Pediatric Cancer Foundation permission to use these photographs.
- o All awardees agree to provide a point person for Pediatric Cancer Foundation to contact in order to discuss their research.
- o All awardees permit Pediatric Cancer Foundation to include their grant information and published data on Pediatric Cancer Foundation's website and, as needed, to obtain additional funding for Pediatric Cancer Foundation.
- o Awardees agree to support Pediatric Cancer Foundation's efforts to track outcomes associated with the Award, including by participating to the extent reasonably practicable, in online surveys or interviews and the like for up to three years post-Award.

**Contact Information**

NANCY JOSELSON

*Director*

Pediatric Cancer Foundation

(T) 914-777-3127

[nancyioselson@pcfcares.org](mailto:nancyioselson@pcfcares.org)

[pcfcares.org](http://pcfcares.org)

## **GRANT APPLICATION TEMPLATE**

**Date:**

**Name of Applicant/Grantee Institution:**

**Title of Applicant:**

**Address of Grantee Institution:**

**Applicant Email:**

**Applicant Phone number:**

**Applicant Cell number:**

**Applicant Fax number:**

**Title of Grant:**

**Abstract (250 words maximum)**

**Introduction and Background**

**Preliminary Studies**

**Specific Objectives/Aims of Proposed Study**

**Research Plan**

Experiments to be conducted

Procedures and methods

Data analysis

**Benefits or Significance of the Research**