



NATIONAL COMPREHENSIVE CANCER NETWORK

FOUNDATION

Guiding Treatment. Changing Lives.

Request for Proposals (RFP)

NCCN Foundation[®]

2023 Young Investigator Award (YIA) Program

NCCN Foundation[®]

3025 Chemical Road, Suite 100

Plymouth Meeting, PA 19462

October 26, 2022

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ORGANIZATIONAL BACKGROUND

NCCN Foundation[®] was established in 2009 by the National Comprehensive Cancer Network[®] (NCCN[®]), a Section 501(c)(3) public charity whose mission is to improve and facilitate quality, effective, efficient, and accessible cancer care so patients can live better lives. NCCN operates as a not-for-profit alliance of 32 leading cancer centers devoted to patient care, research, and education (NCCN Member Institutions). Through the leadership and expertise of clinical professionals at NCCN Member Institutions, NCCN develops resources that present valuable information to the numerous stakeholders in the health care delivery system.

NCCN Foundation strives to continue NCCN's mission by seeking philanthropic support to engage in activities including, but not limited to, developing a research grant program to encourage and assist early career physicians, scientists, nurses, and other investigators in conducting innovative and collaborative research in oncology at NCCN Member Institutions. In order to expand upon the body of knowledge available regarding the diagnosis and treatment of cancer, the NCCN Foundation focuses on funding research projects that further its charitable and educational purposes and support researchers in fields for which it is often difficult to obtain funding.

PROGRAM PURPOSE AND DESCRIPTION

Through its Young Investigator Award (YIA) Program, the NCCN Foundation invites proposals from young investigators with innovative ideas and an interest in improving the quality, effectiveness, equity, and accessibility of care provided to patients with cancer. A primary focus of the NCCN Foundation YIA Program is to identify and fund top investigators in the early stages of their careers interested in participating and contributing to cancer research. On average, four to seven grants are awarded per year.

The awards provide two-year grants of \$150,000 for research expenses to promising young investigators across a broad range of oncology specialties and areas of interest. The award may be used to fund salary and benefits of the grant recipient, postdoctoral or clinical research fellows and/or research assistants, data collection and entry, patient costs, analysis, computer costs, necessary purchased services, surveys, and supplies. Within the total budget of \$150,000, indirect expenses will be covered to a maximum of 8%. The award may include funds up to \$3,000 for IRB review and continuing review. In addition to the \$150,000 award, a separate administrative allowance will be provided for travel (up to \$575), lodging, and registration expenses to attend the 2025 NCCN Annual Conference. Attendance is mandatory in order for the awardees to present their research results at the General Poster Session.

The award is open to physicians, scientists, nurses, and others working in an oncology laboratory, clinical research or clinical setting, or cancer control program in one of NCCN's 32 Member Institutions, who:

- Have a first full-time appointment as an Assistant Professor, Instructor, or equivalent level, and
- Are MDs, DOs, PhDs or, for nurses and others, have an advanced degree.

Each NCCN Member Institution can nominate one young investigator who may submit a research proposal. **Member Institutions that received an NCCN Young Investigator Award during the 2022 cycle are not eligible to apply for the 2023 cycle. However, Member Institutions will still be required to appoint a representative to the Proposal Review Committee.**

A hallmark of NCCN's programs has been strong attention to excellent data collection, analysis, and outcomes measures. Successful YIA proposal submissions will be expected to bring this same high level of rigor to their research and clinical practice programs. Successful candidates will identify and work closely with an appropriate institutional mentor for their two-year YIA. Following completion of research, abstracts will be published in print and online in *JNCCN—Journal of the National Comprehensive Cancer Network*. Awardees will be expected to present their findings within their own institution through educational opportunities such as grand rounds and tumor boards.

PROGRAM TIMELINE

- NCCN Member Institution Deadline for nomination of **one candidate** is **Wednesday, November 30, 2022.**
- Proposal Submission Deadline is **Wednesday, January 25, 2023 by 5:00 PM (ET).**
- NCCN Member Institution Deadline for mandatory submission of **one Proposal Review Committee** member is **January 25, 2023.**
 - *Proposal Submissions from Member Institutions that do not contribute a Proposal Review Committee member will not be considered for funding.*
- Proposal Review Committee will meet via a virtual meeting in **March 2023.**
- The Award period starts **July 1, 2023 and ends on June 30, 2025.** It is anticipated that eighteen months will be used for the implementation of the scope of work (July 1, 2023 – December 31, 2024) and six months will be used to compile and finalize the study data and comply with all reporting requirements (January 1, 2025 – June 30, 2025).
- Presentation of research results will occur at the NCCN Annual Conference in **March 2025.**

ELIGIBILITY REQUIREMENTS

Nominees must have:

- Medical degree-MD, DO or international equivalent **OR**
- Scientific degree-PhD or international equivalent **OR**
- Nursing degree-Masters and above or international equivalent **OR**
- Pharmacy degree-PharmD or international equivalent **AND**
- Primary affiliation/work site at an NCCN Member Institution **for the duration of the award period AND**
- First full-time appointment at an NCCN Member Institution and remain in good standing for the duration of the award period **AND**
- Mentor in the proposed research field **AND**
- Institutional commitment to support the research project.

NOMINATION PROCESS

Each eligible NCCN Member Institution may nominate one candidate per institution by **Wednesday, November 30, 2022**. Instructions for proposal submissions will be sent directly to nominees by NCCN.

NCCN Member Institutions may submit the nomination of their candidate to foundationproposals@nccnfoundation.org. Please use the subject line: NCCN Foundation YIA 2023 - Candidate Nomination.

The following information is required:

- Name & Degree
- Academic Appointment or Rank
- Institution
- Title
- Email Address

PROPOSAL SUBMISSION PROCESS

All proposals must be submitted in accordance with the requirements and instructions of this Request for Proposals (RFP). Proposals will provide concise documentation of the research plan and should be no more than the equivalent of 6 pages. They are expected to contain sufficient information to allow the reviewers to fully assess the scientific rigor of the proposed study.

Proposals are required to be submitted electronically to the NCCN research portal at https://nccn.envisionpharma.com/ienv_nccn.

The proposal should contain detail regarding the following areas:

Study Information

- A. General Information: Title/Type of Support/Subsite(s)
 - Select “**No**” for Letter of Intent
 - Select “**YI23**” for RFPID
 - Select “**Funding**” for Type of Support
- B. Investigators and institutional affiliations
 - Primary Investigator
 - Statistical Co-Investigator/Biostatistician
 - Mentor (other)
 - Institutional Office of Sponsored Research/Contract Personnel (other)
 - Current CV of the Principal Investigator and Mentor
- C. Concept information
 - Enrollment/Design/Phase
 - Estimated time of completion
 - Trial Design, Study Phase
 - Study Type (Clinical will select “other”)
 - Overview/Hypothesis
 - Background/Rationale
 - Overall Goals & Objectives

- Current Assessment of Need in Target Area
 - Target Audience
 - Project Design and Methods
 - Innovation
 - Evaluation and Outcomes
 - Anticipated Project Timeline
 - Organizational Detail
 - Detailed Work Plan
 - Evaluation Design
 - References
 - Additional information to align with current iEnvision page
- D. Oncology analysis
- Tumor Type/Malignancy Stage
 - Body Systems
 - Correlative study information
 - Budget Justification
- E. Feasibility
- Clinical Trials
 - Accrual/Project completion in timeframe specified above
 - Projected Accrual Dates (Month/Year)
 - Previous experience with trials that had similar tumor type, phase of study or prior therapy
 - Collaborators' experience, including affiliates
 - Competing trials - List all active, approved or in-review studies at your institution for which the same patient population is eligible
 - Outcomes/Translational and Correlative/Pre-clinical Studies
 - Accrual/Project completion in timeframe specified above
 - Specimen acquisition
- F. Department Chair or Division Letter of Support

Budget using NCCN provided Template

- A. Enter the total direct and indirect costs related to your proposed project in iEnvision.
- Enter one line item for each by selecting “+ Add Line” and selecting “Direct” or “Indirect” from the dropdown list and completing the information as appropriate.
- B. Please complete the NCCN Budget Template and save it to the attachment node in iEnvision.

Ancillary Documentation

- A. Supportive literature may be provided
- B. If support will be sought/provided by other sources, please identify all sources of additional support and documentation of commitment.

Required Letters of Support from governing groups of the institution verifying:

- Office of Sponsored Research approval
- Department Chair/Division approval
- Institutional budgetary review and approval
- Mentor's Letter of Support

Letters should be addressed to:

Robert W. Carlson, MD, CEO
National Comprehensive Cancer Network
3025 Chemical Road, Suite 100
Plymouth Meeting, PA 19462

BUDGET

Nominees must submit the budget in the NCCN budget template format via iEnvision and are required to disclose additional sources of funding for this research and demonstrate that funding does not overlap this award. The following information is required:

- Breakdown by major cost categories
- Justification of major costs with enough detail to demonstrate how funding for major elements in the study will be allocated
- For combined clinical and correlative studies, separate budgets for each component should be submitted
- Salaries, which are capped at the current NIH salary cap
- No travel or publication costs will be covered unless pre-approved by NCCN

SUBMISSION

All proposals must be submitted electronically using the directions below and are due by **Wednesday, January 25, 2023 at 5:00 PM (ET).**

- Please use the link below to register in the system:
- https://nccn.envisionpharma.com/ienv_nccn
- Select "Register for New Account" in the upper right corner of the page, above the "Log In" button.
- Complete all fields (Note: Fields with an asterisk are required)
- You will receive a confirmation email. Click on the link in the email to activate your account.
- Enter your username and password (Note: Your user name is your email address. Do not copy and paste).
- Set up your security questions.

- Submit your study under the “**Non-Clinical Research**” Application Type:
 - Select “**No**” for Letter of Intent
 - Select “**YI23**” for RFPID
 - Select “**Funding**” for Type of Support

For technical assistance with the iEnvision system, please contact iEnvision_general_request@envisionpharmagroup.com.

For questions or issues, please e-mail Leslie Fortin at fortin@nccn.org with the subject line “**2023 NCCN Foundation YIA**”.

PAYMENT OF FUNDS

The Award total of \$150,000 will be disbursed as follows:

- First payment of \$50,000 will be paid on or after July 1, 2023, subject to receipt by NCCN of all required items, which will be identified in the Study Start-up Letter.
- Second payment of \$50,000 will be paid subject to satisfactory progress at the end of the first year and upon submission of a satisfactory finance and progress report.
- Final payment of \$50,000 will be paid upon submission of a final study report or manuscript (manuscript preferred) and final expenditure report.

UNSPENT FUNDS

Any unspent portion of the grant funds must be returned to the NCCN Foundation within thirty (30) days of the expiration of grant end date.

GRANT PERIOD

Whereas the NCCN Foundation is subject to the terms and conditions of the funders’ agreements supporting this program, funded projects are required to be completed within two years from July 1, 2023.

REPORTING REQUIREMENTS

Awardees are required to submit an annual financial report for each year of the grant funding and quarterly progress reports. The reporting schedule will be stipulated upon NCCN’s notification of the activation of the study.

YIA PROPOSAL REVIEW COMMITTEE

All NCCN Member Institutions, with either an active YIA in 2022 or that nominates a candidate to apply for 2023 YIA funding, must provide the name of a YIA Proposal Review Committee participant by **January 25, 2023**. **YIA Proposal submissions from Member Institutions that do not contribute a Review Committee participant will not be considered for funding. The Review Committee participant must attend the YIA Review Meeting in order for the YIA nominee from their institution to be considered.**

The YIA Proposal Review Committee participants must have expertise in oncology with a broad spectrum of research knowledge (clinical, pre-clinical, quality, health equity, etc.) and types of cancer. Please note that reviewers may be asked to review proposals outside of their expertise.

Individual Review Committee participants will be recused from reviewing/discussing proposal submissions from their own institutions.

REVIEW COMMITTEE PARTICIPANT:

The following information regarding the YIA Review Committee participant must be submitted by the Member Institution to: FoundationProposals@nccnfoundation.org using the subject line NCCN Foundation YIA 2023-Review Committee.

Review Committee Participant:

- Name & Degree
- Academic Appointment or Rank
- Area of Expertise
- Address, cell phone number, email address

PROPOSAL EVALUATION CRITERIA

The YIA Proposal Review Committee will select recipients for YIAs based on the following criteria:

- Scientific Soundness
- Study Design
- Feasibility
- Statistics
- Budget
- Timeline – work **must** be finalized and final reporting submitted within the 2-year grant period

AWARD ADMINISTRATION

The NCCN Oncology Research Program (ORP) will provide oversight for the review, selection and awarding of the YIAs. ORP standards will be used by the YIA Grants Proposal Review Committee to review and score proposals received in response to this RFP.

RESPONSIBLE CONDUCT

During the Award period, the Investigator must not be absent from participation in the Project or from the Institution for extended periods of time during the Award Period, such as for a sabbatical leave or leave of absence, without prior written approval from the NCCN Foundation.

HELPFUL RESOURCES

- Frequently Asked Questions (attached)
- iEnvision User Manual (attached)