



Guidelines for Submitting an AICR Investigator-Initiated Research Grant Letter of Intent for the 2018 Grant Cycle

All applications (including Letters of Intent) must be submitted using the proposalCENTRAL online application system. The first step of the application process is submission of a Letter of Intent.

The deadline for submission of the Letter of Intent is January 26, 2018.

The online Letter of Intent application form consists of 9 sections. In addition, applicants are required to upload a Letter of Intent (2-page maximum) and biosketch (4-page maximum) as PDF attachments. Once you have submitted your complete Letter of Intent form and required attachments you will receive an e-mail acknowledgment.

Before completing the Letter of Intent form, please ensure that our pre-eligibility criteria are met:

- The Principal Investigator must be based at an institution in the Americas (North America including the United States and Canada, Central America, the Caribbean and South America).
- The Principal Investigator must have a PhD, MD or equivalent degree and be a research staff or faculty member at a non-profit academic or research institution at the level of an assistant professor (or its equivalent) or higher.
- The proposed study must adhere to the AICR Research Principles.
- Applications to the Investigator-Initiated Grant Program must address either the **Cancer Prevention** or the **Cancer Survivors** Research Area and align with at least one of the Research Themes (**Biological Mechanisms** or **Host Factors/Susceptibility**); for research in the area of Cancer Survivors, applications are invited to address a third theme of **Exposure-Outcome Relationships**.

If you have any questions about eligibility, the Grant Application Package or the AICR Investigator-Initiated Research Grant Program, please contact the AICR Research Department at 202 600 3004 or research@aicr.org.

For technical questions regarding the proposalCENTRAL online application system please contact their customer support hotline at 800-875-2562 or pcsupport@altum.com.

COMPLETING THE ONLINE FORM

Deadline for Submission: January 26, 2018

General Points

- If you do not have a proposalCENTRAL account, please register by visiting the registration page and creating a new account: <https://proposalcentral.altum.com/register.asp>. The institution and contact information you provide in your Professional Profile will be automatically carried over to those sections of the application.
- If you are already registered with proposalCENTRAL, access the site and log in with your User ID or e-mail address. If you have forgotten your password, click on the "Forgot Password?" link. Supply your e-mail address or your User ID in the space provided; your password will be sent to you by e-mail.
- To start a Letter of Intent application, select the Grant Opportunities tab (gray tab furthest to the right). Search for "AICR" and select "Investigator-Initiated Research Grant" and click the "Apply Now" link (second to last column).

- You can leave the application form at any time by clicking on the “Save” button and then clicking on the “Exit” button.
- All required questions are highlighted by a red asterisk (*). Once you complete the title page you will be able to move freely between the other sections. You will not be able to submit your application until all required sections are completed. To check for any missing requirements go to Section 8 and click on the “Validate” button. Any missing information will be displayed and clicking on the link will take you to that section.
- Please use plain text only—symbols will not be recognized in the online form.
- Download the full Grant Application Package from the “Download Templates and Instructions” or “Letter of Intent Attachments” sections for details about the grant program and application.
- Additional information to help you fill out the forms can be viewed by clicking on the red “Instructions” button on the upper right side of most sections.

LETTER OF INTENT SECTIONS

1. Title Page—*this page must be filled out and saved before you can move on to the other sections*

- Project title (250 character limit)
- Total funds requested
- Direct cost and indirect cost
 - Most AICR Investigator-Initiated Grants are awarded for a maximum \$150,000, plus 10% in indirect costs, with a limit of \$75,000 direct costs for any one year.
 - A limited number of special Investigator-Initiated Grants will be awarded for up to three years for a maximum of \$225,000, plus 10% in indirect costs, with a limit of \$75,000 direct costs in any one year. These three-year grants will be awarded to support the start-up of epidemiologic or intervention studies that require additional time.
- Funding start date (start date will be January 1, 2019)
- Duration of project (maximum of 24 months for most grants or 36 months for special grants, as outlined in the Grant Application Package).
- Type of application (new or revision)—for the current grant cycle, unfunded applications from the last grant cycle are eligible to be revised.
- Research Areas—choose the Research Area that is most relevant to your proposed project:
 - *Cancer Prevention*
 - *Cancer Survivors*
 - *Both Cancer Prevention and Cancer Survivors*

2. Download Templates and Instructions

The full Grant Application Package is available to download in PDF form from proposalCENTRAL or at <http://www.aicr.org/research/grant/grant-application.pdf>

3. Enable Other Users to Access this Proposal

You have the option to allow others to access the application. Three levels of permission are available:

- View only—Cannot change any details
- Edit—Can view and change information in the grant application, but cannot submit or view the access permission screen
- Administrator—Can view, edit and submit the application. Can give access rights to others.

- **Applicant/Principal Investigator** —*this page is automatically populated based on the institution and contact information provided in your Professional Profile.* Name

- Institution
- Highest Degree
- Position/Title
- Department
- Address
- E-mail
- Phone
- Post Baccalaureate degree

4. Institution and Contacts—*this page is automatically populated based on the institution information provided in your Professional Profile*

5. Scientific Abstract

The scientific abstract should be written at a level appropriate for experts in the field. The abstract must include: (a) study rationale, a statement of the primary hypothesis, objectives and description of the proposed project; (b) a statement of the relevance of the proposed research to diet, nutrition, body composition, physical activity and cancer; (c) up to 5 keywords describing the project. The abstract should not exceed **3,000** characters, including spaces.

6. Letter of Intent Attachments

- **Letter of Intent:** Outline the research plan and how it addresses AICR’s mission, research areas and research themes, as outlined in the 2018 AICR Grant Application Package. (Preferred structure: Overall Goal, Background, Objectives (recommend SMART objectives: Specific, Measurable, Attainable, Realistic, and Time-bound), Relevance to AICR Research Area, Impact). The Letter of Intent must not be longer than 2 pages.
- **Lay summary:** Please use the *Lay Summary pdf fillable-form*, found in “LOI Attachments” section; this form seeks information about your proposed project by asking for your answers to five questions. These questions should be answered using language appropriate for a lay audience, as though discussing your project with one of AICR’s donors. This summary may be shared with donors, so do not include any proprietary or confidential information.
- **Principal Investigator’s biosketch** (NIH biosketch is acceptable). Limit to 4 pages.

8. Validate

- Check for any missing required information by clicking the “Validate” button. Any missing information will be displayed and clicking on the link will take you to that section. You will not be able to submit your Letter of Intent without completing all required sections.

9. Submit

- Once you have checked that your Letter of Intent form is complete and all required attachments are uploaded, select “Submit” and a confirmation e-mail will be sent to you.