



## Application Guidelines for 2019 Epidemiology Grants

In this packet you will find the following:

*Grant Guidelines and Dates* – pages 2 to 3

*Application Outline* – pages 4 to 5

*Submission Instructions* – page 6

**Alex's Lemonade Stand Foundation (ALSF)** evolved from the front yard lemonade stand of cancer patient Alexandra "Alex" Scott (1996-2004) into a national fundraising movement for childhood cancer research. Our mission is to fill critical funding gaps in pediatric oncology investigation, especially research into new treatments and cures.

**Alex's Lemonade Stand Epidemiology Grants** are \$100,000 per year for two years. Funding allows investigators to pursue research studies in human populations, using epidemiological approaches, in order to significantly contribute to the understanding of childhood cancers. Hypothesis-driven research may focus on risk factors, early detection, prevention, effectiveness and treatment outcomes.

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## **Epidemiology Grant Guidelines**

### **Description**

These awards will support investigators pursuing research studies in human populations using epidemiological approaches aimed at improving our understanding of childhood cancer. This grant mechanism is designed to support hypothesis-driven research that focuses on the epidemiology, early detection and prevention of childhood cancer or comparative effectiveness and outcomes research related to detection, prevention, and treatment.

### **Eligible areas of investigation using an epidemiological research approach include the following:**

1. Epidemiology and etiology of childhood cancer (identify subgroups at risk, cause and risk factors)
2. Early Detection of childhood cancer (reduce disease severity and complications e.g. screening)
3. Prevention of childhood cancer (prevent initial development of disease, e.g. immunization, reduce exposure)
4. Comparative effectiveness and outcomes research (evaluate existing or new preventative/therapeutic measures to improve health outcomes for children with cancer or evaluate access to treatment)
5. Molecular epidemiology studies (identify contribution of potential genetic risk factors to late effects of treatment, within families and across populations)

### **Principal Investigator Eligibility Criteria**

- Applicants should be at the Assistant, Associate or Full Professor level
- Applicant may be M.D., M.D./Ph.D., or Ph.D.
- Applicants must have a history of formal training in disciplines that are relevant to the proposed research or a track record of conducting similar epidemiological or cancer research, including peer-reviewed publications and funding, that demonstrates the project can be accomplished by the investigator.

### **Budget**

Funding for two years, maximum of \$100,000 per year, may be requested for direct costs. ALSF's budget template must be used. Written justification is required. Budget may include items such as salary, fringe, supplies, and travel

- ALSF adheres to the NIH salary cap for the current year for the principal and co-investigator(s).
- Indirect costs, including tuition remission, are not allowed.
- The template may be downloaded from [www.alexlemonade.org/grants/guidelines](http://www.alexlemonade.org/grants/guidelines)

Epidemiology Grant awardees may apply for an additional two years of funding, for new but related aims, through the regular grant submission and competitive review process. The second application may not ask for funding of incomplete aims from the first funding period. A maximum of 4 years (2 cycles) can be awarded per project.

### **Grant Restrictions**

- Applications which do not fall into ALSF's mission and stated purpose of this grant will not be considered for funding. This mechanism should not be used for costs to develop mobile apps or software programs.
- Proposals addressing psychosocial aspects of childhood cancer will not be considered under this mechanism. Please refer to ALSF's Quality of Life grants.
- U.S. or Canadian not for profit institutions may apply. Principal Investigators do not need to be U.S. citizens.

- Applicants not adhering to the section page limits as well as other guidelines will not be considered for review.
- Resubmissions: One resubmission of a previously reviewed ALSF application is allowed.
- ALSF does not accept proposals for research utilizing human embryonic stem cells or non-human primates. (Research with human induced pluripotent stem cells is permissible.)

**Review Process**

- Grants will be reviewed by an independent panel of experts according to the NIH recognized peer-review process and overseen by ALSF’s Scientific Advisory Board. Grants are assigned a priority score and may or may not advance to discussion by the full review board. Only reviewer comments are shared with the applicant after notification.
- *NEW*: Resource sharing is an expected outcome of a completed project. The review will consider how outputs will be shared as a component of impact. For a full description see [Resource Sharing Form](#).
- A second year of funding is contingent on a non-competitive review of a progress report including budget expenditures. An itemized budget for the second year of funding must be submitted and approved prior to receipt of a second year of funding. Carry-over of unused funding may be requested with appropriate progress and justification. ALSF may elect to partially fund or to hold new funds if carry-over is excessive.

**Resubmissions**

One resubmission of previously reviewed proposal is permitted. It will be scored using the same criteria as a new submission. In addition, responsiveness to the prior critique will be scored.

**Grant Report Requirements**

- Progress Report: Continued support for a second year of funding is contingent upon a non-competitive review and demonstration of satisfactory completion of proposed research objectives and appropriate budget expenditures.
- A Final Report is required at the conclusion of funding.
- Publications, presentations and posters featuring results of the experiments funded by ALSF should acknowledge “Alex’s Lemonade Stand Foundation.” ALSF requests copies be sent via email to [Grants@AlexsLemonade.org](mailto:Grants@AlexsLemonade.org)

**Important Dates**

Application Due Date	December 17, 2018 (11:59 PM ET)
Award Notification	May 2019
Project Start Date	July 1, 2019
Project End Date	June 30, 2021
Progress Report	June 15, 2020 (financials through 5/31/2020)
Final Report	July 31, 2021 (financials through June 30, 2021)

# Application

## Part I: Online Form

**Submission:** All applications must be submitted using ALSF's online portal ([ALSFapps.force.com](http://ALSFapps.force.com)). A one-time registration is required to create a user account. Please use a browser other than IE if possible, for the best result! Thereafter, you will login to submit an application form and upload the required PDF. Please see page 6 for details.

### **A. Contact Information**

Applicant will be asked for basic contact information for themselves, co-PI(s) if applicable, and grant manager.

### **B. Project Overview and Lay Summary**

In respective sections enter project title, request amount, type of childhood cancer project focuses on, as well as a 250 word summary of the research project in lay terms. You will be asked to release this summary for use at ALSF's discretion should proposal be funded. You may copy and paste information from other documents into these sections. Greek symbols are not recognized.

## Part II: Application Outline

### **NOTES:**

- All sections should be combined into one PDF (maximum of 20 MB) and uploaded to the ALSF online form.
- All templates mentioned are available at [www.alexslimonade.org/grants/guidelines](http://www.alexslimonade.org/grants/guidelines) under Forms.
- All pages of the application should be numbered; the name of the principal investigator should appear in the upper right-hand corner of each page.
- Please follow NIH font guidelines: Arial, Helvetica, Palatino Linotype or Georgia fonts with a font size of 11 points or larger with a minimum of half inch margins.
- Please adhere to the order of the application and the maximum number of pages indicated for each subsection.
- Figures and tables should be imbedded in the body of the project description. Only supplemental figures may be included in the appendix.

**A. Cover Page (1 page)** Use the document provided on the ALSF website (link above).

**B. Table of Contents (1 page)** Please provide a Table of Contents with page numbers to the corresponding sections.

### **C. Project Information**

1. **Scientific Abstract** (1/2 page): Please include a summary of the research objectives and rationale.
2. **Impact Statement** (1/2 page): How will this project add to the overall knowledge of the epidemiology of childhood cancer and eventually impact pediatric cancer patients? Or, if focused on comparative effectiveness and outcomes, how will the study impact interventions that optimize outcomes for children with or at risk for cancer?
3. **Budget** (3 pages):
  - a. **Budget Template (Detail & Summary)** (1 ½ pages): Complete ALSF's Standard Grant Budget template (link above). No indirect costs will be paid. The signature from an institutional representative on the cover page of this grant application specifically acknowledges and accepts this provision.

b. **Budget Justification** (1 ½ pages): Please provide explanation of costs.

4. **Biographical Sketch(es)**: Use the NIH five-page biographical sketch for the principal investigator and co-investigator(s) if applicable.

#### 5. **Research Plan**

a. **Resubmission** (2 pages):

(1) If this proposal was previously submitted to ALSF and reviewed but did not receive funding, please provide a point-by-point response to specific items raised in the critique and detail any changes in the application.

(2) If the project was previously funded by ALSF and you are applying for a second – Epidemiology Grant for new aims on the project, please summarize the progress that was made on the original aims.

b. **Specific Aims** (1 page): List the goals, long-term objectives and what the specific research proposed in this application is intended to accomplish. State the hypothesis or hypotheses to be tested and relevance to pediatric cancer research.

c. **Preliminary Studies** (2 pages): Provide an account of the principal investigator’s preliminary studies pertinent to the application.

d. **Research Strategy**:

(1) **Significance** (2 pages): Briefly describe the relevant background for the current research plan. State the significance and importance of your proposed project with respect to pediatric cancer research by relating the specific aims to the goals and long-term objectives.

(2) **Innovation** (1 page): Describe how the proposed research challenges or shifts current paradigms, or introduces a novel concept, approach, data resource, or technology.

(3) **Approach** (4 pages): Describe the epidemiological approach to the research question. Include detailed plan for statistical analysis. A time line is highly encouraged. Special review emphasis will be placed on the investigator’s anticipation of potential problems and plans to deal with these.

(4) **Resource Sharing** (1 page): Reviewers will be asked to consider the manner in which resources will be shared and the extent to which this plan, as well as a track record of successful sharing, will increase or decrease the impact of the proposed project. Use the [Resource Sharing Form](http://www.alexslimonade.org/researchers-reviewers/applicants) for this section of the application. ([www.alexslimonade.org/researchers-reviewers/applicants](http://www.alexslimonade.org/researchers-reviewers/applicants))

e. **Human Subjects** (1/2 page): Include copies of relevant documentation, including IRB approval letter. Please note if approval letter is pending: funds will be held until documentation is received. If an IRB approval is not required please provide an explanation.

f. **Literature Cited**: A maximum of 30 references are allowed. Please use Vancouver Format.

g. **Collaborators/Consultants**: Include letters from all appropriate individuals confirming their roles in the project.

#### D. **Appendix**

- Appendices may include supplemental information critical to the understanding of the application and are limited to -
  - one accepted manuscriptOR
  - two pages of additional tables and figures
- Applications with excessive appendices will be administratively rejected.

## Application Submission

**All requests must be submitted using ALSF's online application.**

1. Go to [ALSFgrants.org](http://ALSFgrants.org) and click the "Information for grant applicants" button.
2. Under "Resources for Applicants," download the Cover Page and Budget forms.
3. To start an online application, Click "Get Started" to access the portal. If you are new to ALSF's portal, here is a [step-by-step guide](#) with screen shots!
  - Returning users- login with your username and password.
  - First time applicants: click the "New User?" link and complete your one-time registration and then log in.
4. After you've logged in, select the grant you wish to submit. Complete the online form with contact and project information.
  - Upload the application document as one PDF (maximum of 20 MB) – see format guidelines on previous pages
  - Review & Submit or Save your application and return at a later time to continue working.
5. To continue a saved application, go to [ALSFapps.force.com](http://ALSFapps.force.com) and log in.
  - You will land on your dashboard. Click "Applications" to edit your application in progress.
  - Complete the form and upload the PDF
6. To submit, click Review & Submit. Once you have looked over the form, click Submit. You will see error messages for any required fields that need to be completed.
7. After your application has been successfully submitted an *email confirmation will be sent*. You will not be able to amend the application after submission.
8. Make sure your Profile contact information is correct while on your dashboard!

Questions? Please contact Judy Oliver at 866-333-1213 or [Grants@AlexsLemonade.org](mailto:Grants@AlexsLemonade.org)