

# Lymphoma Scientific Research Mentoring Program

## A Training Program for Clinical Fellows, Postdoctoral Fellows, and Junior Faculty with a Focus on Research in Lymphoma

### *2021-2023 Program Overview, Guidelines and Instructions for Application*

#### KEY DATES

Application Release Date:	June 3, 2020
Application Deadline:	September 9, 2020 at 5:00 PM EST
Peer Review Process:	September – November 2020
Applicant Notification Date:	December 2020
Workshop Dates:	<b>March 8-12, 2021</b>

#### Introduction

##### **LYMPHOMA RESEARCH FOUNDATION OVERVIEW:**

The Lymphoma Research Foundation (LRF) remains dedicated to finding a cure for lymphoma through an innovative research program and by supporting the next generation of lymphoma researchers. LRF provides education for people with lymphoma, their loved ones and caregivers, including comprehensive disease guides and facts sheets, in-person conferences and online resources. The Foundation also provides continuing medical education programs designed to increase the knowledge, skills and performance of healthcare professionals. The Foundation's support services, including the LRF Helpline, Clinical Trials Information Service, financial assistance programs and Lymphoma Support Network, provide direct support to people with lymphoma. To learn more about the Foundation, visit [lymphoma.org](http://lymphoma.org).

##### **LYMPHOMA SCIENTIFIC RESEARCH MENTORING PROGRAM OVERVIEW:**

The Lymphoma Research Foundation (LRF) Lymphoma Scientific Research Mentoring Program (LSRMP) is an education and mentoring program with two tracks: the Clinical Track, for clinical fellows and junior faculty with a focus in clinical research in the field of lymphoma, including epidemiology, and the Laboratory/Translational Track, for postdoctoral fellows, clinical fellows, and instructors with an interest in bench, translational, pathology, and/or statistical research focused on lymphoma. The Foundation considers "lymphoma" to encompass all recognized lymphoma subtypes as well as chronic lymphocytic leukemia (CLL). The program is two years in length and offers a broad education on research and career development as well as managing career and quality of life issues. The goals of the LSRMP include:

- Provide mentoring and education to clinical fellows, postdoctoral fellows and junior faculty interested in lymphoma/CLL research. The program will emphasize training in scientific research methods and design, statistical analysis, pathology,

incorporating and interpreting correlative studies into clinical trials, and grant submission and funding. The program also aims to foster mentorship and research collaboration among experts and trainees in the field.

- Assist in the development of a research project relevant to lymphoma which will set the foundation for grant development. For Clinical Track applicants, this should be a clinical trial or study that directly involves patients; Laboratory/Translational Track applicants may propose any laboratory, or translational research project that will advance current understanding of lymphoma biology, prognosis/diagnosis, or outcomes. Project design and implementation will be discussed in a small group setting consisting of experts in the field, statisticians, and other trainees in the program, where information, ideas, guidance, support and connections are shared, and where mentoring relationships can be developed.
- Provide continuing training, career development advice, and mentorship among trainees and experts in the field and to foster future participation and collaboration within the LRF through follow-up programming and activities.

## **PROGRAM OVERVIEW AND FORMAT:**

The LRF Scientific Advisory Board will select a minimum of 4 Scholars in each of the two tracks to become LRF Scholars and participate in the Lymphoma Scientific Research Mentoring Program. LRF Scholars attend an initial LSRMP workshop which is four days in length. **The workshop will take place March 8-12, 2021 in Scottsdale, AZ.**

LRF will convene a faculty of experts in lymphoma research who will share their experience and knowledge throughout the program with the Scholars as a group and in small breakout groups. Faculty participating in the small groups and serving as mentors for the program will remain for the entirety of the program. In addition, faculty will not only mentor Scholars at the workshop but will also be available to Scholars post-workshop. A handful of select presenters with specific knowledge for the didactic sessions or who have successfully obtained LRF grants will attend at least a portion of the program to present selected topics or to provide training in grant development and submission.

The workshop will consist of Scholars presenting their proposed research projects, attending the content sessions, working with mentors including a statistician, revising their proposed projects and developing specific aims for a future grant submission, and presenting the revised project and specific aims of future grants at the completion of the workshop.

## **PROGRAM CURRICULUM:**

The focus of the Lymphoma Scientific Research Mentoring Program is to enhance the ability of LRF Scholars to successfully design and administer research studies and apply for grants to support related lymphoma research. The initial workshop curriculum supports this focus through:

- Formal didactic sessions
- Small group sessions with expert faculty
- The building of long-term mentoring relationships with appropriate experts
- The development of peer-to-peer relationships

Curriculum will be tailored to address the varied knowledge bases of the participants, with each track receiving practical training in topics specific to their research area of focus and a general overview from the other track.

Tracks will convene in one session for more general professional development curriculum, such as preparing for publication and abstract submission, applying for grants, and other relevant topics.

Small group activities and didactic coursework will focus on research project design, implementation, and analysis (with separate presentations for the clinical and lab/translational tracks where appropriate) and grant writing tips and strategies. In addition, there will be an emphasis on skills and relationship building among program Mentors and Scholars, including across tracks. Content will include:

- Proposal writing
- Formulating and expressing project aims
- Statistical design and interpretation of results
- Cross-collaboration among clinical, translational, and bench researchers
- Grant writing and grant opportunities
- Working with CTEP, the Cooperative Groups, pharmaceutical companies, and managing conflicts of interest
- Career development planning
- Development and management of research projects
- Overviews of recent research developments, new therapies, and special populations relevant to lymphoma.

Scholars are expected to present their initial research project at the start of the training and development meeting and present the revised project at the end of the workshop. In addition, scholars will develop and submit a specific aims page for a career development grant in lymphomas.

In addition to the workshop, Scholars will be supported throughout the following year by program faculty and LRF staff. In addition, Scholars will participate in a mock review activity in October/November 2021 and an additional follow up meeting in September/October 2022.

### **ADDITIONAL SCHOLAR ACTIVITIES AND OPPORTUNITIES:**

1. **Fall 2021 Follow Up Meeting** – LRF Scholars will attend a portion of the Fall 2021 LRF Scientific Advisory Board Meeting (tentatively scheduled for October/November 2021, where they will network with SAB members and have the opportunity to sit in on a portion of grant review. Scholars will also have the opportunity to meet both in their separate cohorts and as a full group to update each other on the progress of their projects and lessons learned. Travel to this meeting will be covered by LRF.
2. **Fall 2022 Follow Up Meeting** – LRF Scholars will attend the 2022 North American Educational Forum on Lymphoma, the Foundation’s largest patient education conference, and participate in a mini poster session during the Forum, as well as meeting with the LSRMP Chairs. This meeting is tentatively scheduled for September/October 2022; Scholar attendance will be required for the poster session and follow-up meeting only (most likely one business day). Travel to this meeting will be covered by LRF.
3. **Scholar Grants** – Grants in the amount of \$5,000 will be provided each year over two years<sup>1</sup> (\$10,000 total), to cover educational support such as tuition, registration fees, and travel for courses and meetings that are integral

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<sup>1</sup> Assumes a two-year project.

to their Career Development Plan, as well as supplies (such as computer hardware or software) or research project expenses that will aid in professional development and/or project completion. Salary or other personnel expenses may not be charged to this grant. Please note that no cost extensions cannot be requested on Scholar Grants.

4. **Reporting and Evaluation** – Scholars will be asked to report on their progress at six months, one year and two years. They will also be asked to provide input and evaluation on the initial workshop and the follow-up meetings. Scholars may be contacted by LRF staff or program leaders for input and advice in improving the program in future years.
5. **Communications** – Scholars may be interviewed or be asked to provide content for Foundation communications, including but not limited to the website, newsletters, etc.

## RESEARCH OBJECTIVES AND EVALUATIVE FACTORS:

Applications will be reviewed by members of the LRF Scientific Advisory Board (SAB). All projects must be focused on a proposed hypothesis-driven research project exclusively in lymphoma and/or CLL. Projects which combine the study of lymphoma/CLL with another cancer or hematologic malignancy (including myeloma and other leukemias) will not be accepted. The project concept should be developed by the applicant and clearly supported by a **research mentor at their home institution** (associate mentors, who may or may not be at the applicant's institution, are encouraged where their expertise will enhance the project).

Only one individual per institution will be accepted to a given track (for example, two fellows within the same institution will not be accepted to the Clinical track, but fellows from the same institution could be accepted if one was in the Clinical track and one was in the Laboratory track). **Each track has a separate application in proposalCENTRAL**; applicants must select their track at the time of application and may only submit one application to the LSRMP per application cycle. Clinical and Translational Track applicants will be evaluated separately during the review process and will only be competing against the applicants in their track for space in the program. However, the review committee may determine that an applicant and their project would be a more appropriate candidate in the alternate track from which they applied – applicants should indicate on the designated question if they are willing to allow the committee to move them to the other track.

The review of applications will be based upon, but not be limited to, the following factors. Each factor will be judged in reference to its relevance to clinical research in lymphoma.

### Applicant Factors

- Qualifications and demonstrated interest in pursuing a career in lymphoma research.
- Lymphoma research goals and objectives over and above the proposed project.
- Plans for research, training, clinical (if appropriate), and/or teaching activities during the two years immediately after the workshop to further the applicant's Career Development Plans with a focus on lymphoma.

### Mentor Factors

- The mentor's support and commitment to assisting the applicant in development and conduct of the proposed research project, ensuring feasibility and commitment to completion of the study.
- The mentor's support and commitment to the applicant, providing assistance and direction in the applicant's career development.

## Project Factors

- Proposed project's research aims and their possible relevance and impact on the future of lymphoma treatment, prognosis/diagnosis, outcomes, and/or understanding of lymphoma biology.
- Project's ability to be assessed and revised during the workshop – projects which are already in progress prior to April 2021 or which cannot be revised are not appropriate for this program.
- The applicant's role in the development of the project, with preference given to projects initiated by the applicant and which the applicant will be able to take with them should they move to an independent lab and/or a different institution.

## FOLLICULAR LYMPHOMA SCHOLAR AWARD:

For the 2021 cycle, a minimum of one LRF Scholar will be selected with a project focused exclusively on research in follicular lymphoma. Applicants to either the clinical or translational track with a follicular lymphoma research project are eligible for this award and strongly encouraged to apply.

## APPLICANT ELIGIBILITY (CLINICAL TRACK):

1. Applicants must demonstrate a clear interest and commitment to a career in lymphoma clinical research. This commitment to a career focused on lymphoma-related research should be reflected in the applicant's career development plan and in the letter of support provided by their mentor.
1. Applicants for this award must be a junior faculty member with an MD or equivalent degree in their first four years of a faculty position or trainees who are at least in their second year of one of the following ACGME accredited sub-specialty fellowship programs: Hematology/Oncology, Hematology, Medical Oncology, Radiation Oncology, Pediatric Hematology/Oncology, or Hematopathology. Applicants should not be more than four years beyond completion if their fellowship or more than twelve years beyond completion of their MD or equivalent degree. Requirements are calculated per the applicant's status as of March 1, 2021.
2. Applicants must be affiliated with a sponsoring institution in the U.S. or Canada for the duration of the LCRMP award. Citizenship is not required.
3. Applicants should not be participating in another competitively applied for mentorship (such as ASH's CRTI) during the LSRMP period (March 2021 through October 2023). Applicants who will have completed other mentorship programs prior to March 2021 are welcome.
4. Selected applicants are required to attend and participate in all LSRMP programs in their entirety including the 2021 workshop, follow-up programs (Fall 2021 and 2022), and LRF required communication, reporting, and evaluation.
5. Fluency in English.
6. Studies or proposals that are exclusively laboratory based are not appropriate for the Clinical Track, please see Laboratory/Translational track eligibility below. Proposals must involve clinical observation of human subjects and may include study or development of new diagnostic methods, therapies, and/or outcome measurements directed to patients with lymphoma. Epidemiology projects are included in this track. If indicated by the applicant, applications viewed by the review panel to be more competitive in the Laboratory/Translational track can be switched to the Laboratory/Translational track during review.

7. All applicants must have an identified primary mentor at their home institution who is willing and able to provide financial support for the project and demonstrate a commitment to completing the proposal in order to ensure feasibility of the proposal. Associate mentors, who may provide support for additional aspects of the project and be based at other institutions, are welcome but not a requirement.
8. LSRMP applications are self-initiated. LRF does not invite applications from selected individuals, institutions, or laboratories.

## **APPLICANT ELIGIBILITY (LABORATORY/TRANSLATIONAL TRACK):**

1. Applicants must demonstrate a clear interest and commitment to a career in lymphoma research that is primarily outside of the clinical setting. This commitment to a career focused on lymphoma-related research should be reflected in the applicant's career development plan and in the letter of support provided by their mentor.
2. Applicants with translational projects should apply to the Laboratory Track if their Career Development Plan shows clear commitment to pursuing a largely translational research career. Applicants who intend to pursue a clinical research career should apply to the Clinical Track with an appropriate project (see point 7 in Clinical Eligibility).
3. Applicants for this award must be either a postdoctoral fellow with no more than seven years as a postdoctoral fellow, a junior faculty member (MD, PhD, or equivalent) in their first four years at the instructor level or clinical fellows who are at least in their second year of an appropriate ACGME accredited sub-specialty fellowship programs including: Hematology/Oncology, Hematology, Medical Oncology, Radiation Oncology, Pediatric Hematology/Oncology, or Hematopathology. Applicants from other clinical sub-specialties will be considered based on the application's description of the relevance of the research and career development plan to lymphoma. MD instructor applicants should not be more than four years beyond completion of their fellowship or more than twelve years beyond completion of their MD or equivalent degree. PhD instructor applicants should not be more than twelve years beyond completion of their PhD or equivalent degree. Requirements are calculated per the applicant's status as of March 1, 2021.
4. Applicants must be affiliated with a sponsoring institution in the U.S. or Canada for the duration of the LSRMP award. Citizenship is not required.
5. Applicants should not be participating in another competitively applied for mentorship (such as EHA-ASH TRTH) during the LSRMP period (March 2021 through October 2023). Applicants who will have completed other mentorship programs prior to March 2021 are welcome.
6. Selected applicants are required to attend and participate in all LSRMP programs in their entirety including the 2021 workshop, follow-up programs (Fall 2021 and 2022), and LRF required communication, reporting, and evaluation.
7. Fluency in English.
8. Studies or proposals that are primarily clinic-based, even if they have a translational or laboratory aspect are not appropriate for the Laboratory/Translational track, please see Clinical Track eligibility above. Proposals must be specific to mature lymphoid neoplasms including CLL, but not acute lymphoblastic leukemia or myeloma, and may include study of genomics, lymphoma biology and molecular mechanisms, experimental therapeutics, biomarkers, and diagnostic methods directed to patients with lymphoma. Projects **MUST** include use of, or correlation with, human specimens. Epidemiology projects should apply to the Clinical Track. If indicated by the applicant, applications viewed by the review panel to be more competitive in the Clinical Track can be switched

to the Clinical Track by the panel. All applicants must have an identified primary mentor at their home institution who is willing and able to provide financial support for the project and demonstrate a commitment to completing the proposal in order to ensure feasibility of the proposal. Associate mentors, who may provide support for additional aspects of the project and be based at other institutions, are welcome but not a requirement.

9. LSRMP applications are self-initiated. LRF does not invite applications from selected individuals, institutions, or laboratories.

#### **PUBLIC ACCESS POLICY – PubMed CENTRAL:**

LRF funded researchers are required to submit, or have submitted for them, to the National Institutes of Health's PubMed Central database an electronic version of the author's final manuscript including all modifications from the publishing and peer review process (the "postprint") upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication. This requirement applies to all grants awarded after May 1, 2012, whether LRF funds the research in whole or in part.

All scientific progress reports must include the PMC ID number (PMCnnnnn) to publications in Pub Med Central supported by the Lymphoma Research Foundation starting on May 1, 2012.

### **Application Process**

#### **SUBMISSION INFORMATION:**

All interested grant applicants must submit their applications online through proposalCENTRAL

(<https://proposalcentral.altum.com>) by **5:00 PM EST on September 9, 2020**. Applicants are encouraged to contact LRF at [researchgrants@lymphoma.org](mailto:researchgrants@lymphoma.org) for questions or concerns relating to issues of eligibility for or responsiveness to this RFP.

To avoid being rushed at deadline time, applicants are encouraged to register and complete a professional profile at proposalCENTRAL **now**. Applicants should make sure their grants and contracts office has registered their institution and signing officials with proposalCENTRAL, and that they acquaint themselves with any internal approval processes required by their institution's grant office.

**Please note:** Each LSRMP track has its own application in proposalCENTRAL. Applicants should choose the track most appropriate for their application and apply there – applicants may not apply to both tracks in the same application cycle. On the title page of the proposalCENTRAL application, applicants may indicate if they are willing to be considered in either track based on the review committee's assessment.

**Applications that do not meet eligibility requirements, or that exceed page limitations, will not be reviewed.**

#### **RESEARCH PROPOSAL FORMAT (BOTH TRACKS):**

**Use the template supplied by proposalCENTRAL and upload as a PDF.** The Research Aims description should discuss the nature of the proposed research plan and include the following:

1. SCIENTIFIC ABSTRACT
2. RESEARCH AIMS (Clinical track)/ RATIONALE, HYPOTHESIS AND SPECIFIC AIMS (Translational Track)



3. **BACKGROUND AND APPLICANT ROLE** – This should include a detailed description of the contribution you, as the applicant, made to the development of this project and what your role will be in the execution of the project going forward.
4. **PRELIMINARY STUDIES**
5. **RELEVANCE TO LYMPHOMA**
6. **RESEARCH DESIGN/METHODS** -- Provide evidence of appropriate facility resources and define how the available patient study group, tissue/cell lines, or data (as applicable) will contribute to the outcome of the project. Support letters from pharmaceutical partners/other collaborating entities providing material support for the project are strongly encouraged where applicable and should be included in the Appendix. If patient tissue samples are required for this project, please include plans for how these samples will be obtained.
7. **TIMELINE FOR COMPLETION AND DATA ANALYSIS** – Please include in this section a plan for transitioning your project if you anticipate moving to a faculty position or new institution prior to the close of the LSRMP grant in October 2023, including if you plan to open the project at any new institution and/or if your current institution will support your involvement in the project even if you relocate.
8. **REFERENCES** – Limit sections 1-7 of your Research Plan to 7 pages, **including tables and figures**, with legible 11 point type and 1 inch margins. References are not included in the page limit. **Please note proposals that exceed page limits will not be reviewed.**

A **complete** application also includes the following:

1. **Application Cover Sheet:** Please fill out the requested information as completely as possible and upload as a PDF attachment.
2. **LRF Waiver:** The original of the Waiver must be signed by the applicant, the primary mentor, and an authorized signing official of the sponsoring institution (please confirm appropriate signing officials with your institution's grant office). Signatures in ink are required. A scan of the signed page must be uploaded as a PDF. Proxy and/or electronic signatures are not permissible. Please note LRF no longer requires the original signed document be mailed to the LRF office.
3. **ORCID:** The Lymphoma Research Foundation strongly encourages all applicants to set up an ORCID profile and link it to their grant application. Follow the steps in the "Applicant" screen of the ProposalCENTRAL application to link your existing profile or set up a new one.
4. **Non-Technical Abstract:** This is a brief description (100 words or less) of the proposed research plan presented in terminology for the general public. It should be in language understandable to the average reader of a daily newspaper but still convey the purpose of the project.
5. **Technical Abstract:** In addition to describing the project using technical language, the Technical Abstract should explain (in 100 words or less) the significance of the research plan to the field of lymphoma. (Note: The non-technical and technical abstracts should explain the significance of the proposed work for patient treatment in lymphoma.)
6. **Keywords:** Please select all applicable keywords in each of the four Areas of Study categories. A thorough, accurate selection of keywords will enable LRF to match your application with appropriate reviewers



7. **Applicant's Biographical Sketch:** Please follow the current NIH format and upload as a PDF. If you are using the fellowship version of the template, please note the section on coursework completed is not required.
8. **Mentor(s) Biographical Sketch(es):** Please follow the current NIH format and upload as a PDF. If any associate mentors are listed, they should also submit a biosketch.
9. **Individual/Career Development Plan:** Limit to three pages with legible 11 point type and 1 inch margins. Use the template supplied by PC, and upload as a PDF. The Career Development Plan should describe the course of action the Applicant will take over two-three years immediately after the training program. The Plan should provide sufficient detail to demonstrate that, at the conclusion of this award, the Applicant will have acquired a high level of knowledge, skills, and experience in lymphoma research. The Plan should include how the Applicant intends to participate in advanced courses, seminars, research meetings, and other educational activities at the sponsoring or an affiliated institution, or how such research training will be otherwise acquired.
10. **Primary Mentor's Letter and Statement of Support:** Limit to two pages. The primary mentor's letter and statement of support should outline the mentor's experience with the applicant, the mentor's qualifications and prior experience in lymphoma, plans to assist and support the applicant, including a mention of any funding necessary to support the described proposal, and a commitment to aid in the applicant's future development. The mentor's letter should also explain the applicant's contributions to the genesis of the proposed research, and estimate the amount of time (in percentages) the applicant will spend on research, clinical duties, and other activities that may be a part of their current position. **Please note your primary mentor must be based at your home institution.** If associate mentors are not being counted towards the blinded support letters (see below), please include their support letters in the appendix.
11. **Additional Letters of Support:** List two senior researchers/clinicians who are providing letters of support; this should include researchers/clinicians who are familiar with your past work and/or training, and can comment on your career potential, including PhD thesis advisor, fellowship program director, division director, and/or collaborating senior faculty. Associate mentors may be counted as one of these two support letters. ProposalCENTRAL will automatically notify these individuals via email, and their (blinded) letters of support will automatically be included with your submission once uploaded. Applicants are encouraged to confirm with the three individuals who will supply letters that they have received the email from ProposalCentral and that they have been able to login to the system well before the deadline. **Letters must be fully submitted before the 5 pm EST deadline on September 9, 2020 or the system will prevent you from submitting your application.** For technical assistance submitting letters, please refer to the proposalCENTRAL technical helpline information on page 8.
12. **Organization Assurances:** Please indicate if human subjects, vertebrate animals, recombinant DNA, and/or biohazards are used in the proposed research proposal. If the answer is yes, please note whether approval for use of these resources is approved or pending. Projects with approval should upload a file with correspondence confirming that approval has been granted; the entire assurance document is not needed. Projects whose approval is pending should upload a note indicating the approximate date when an approval is expected. Awarded applicants that are still pending at the time of application will need to provide proof of approval in order to receive the award.
13. **Current and Pending Research Support:** List all active and pending research support for the applicant in the "Other Research Support" section of the application. Include all individual and institutional support available for the proposed work during its duration. For each item, provide a source of support, identifying number, project title, name of Principal Investigator/Program Director, annual direct costs, and total period of support. Failure to provide evidence of sufficient supporting funds for the proposed research can invalidate the application. *Note:*

*proposalCENTRAL now records other support in your personal profile. Follow the instructions in the application system to enter or import information from your profile to this section.*

Research support for the primary mentor should be indicated using the Mentor Support template and uploaded as an attachment; list all active research support and highlight lymphoma/CLL specific support, indicating if the support will apply to the project proposed in the application. Associate mentor support is required only if the support is funding any portion of the applicant's project.

14. **Collaborative Partners:** Please indicate in the appropriate area of the application any consortia, cooperative groups, industry partners, or other collaborative partners that will be providing significant resources (i.e. funding, access to therapies, statistical or sample analysis, data or tissue samples, etc.) to this project. All collaborative partners that are not key personnel on this application should be listed in this section. Please indicate whether requests for this support are pending or approved. Support letters confirming support or resources for the project should be uploaded as part of the appendix – please note these letters be authored and signed by senior officials with the authority to allocate resources.
15. **Budget:** Enter a budget in the proposalCENTRAL template outlining the planned expenses for the grant (\$5,000 each in Year 1 and Year 2). Allowable expenses include professional development expenses (travel and registration fees for relevant conferences, tuition for a course), a computer for your use in research, and expenses relevant to the research project. Lab equipment for the institution or personnel expenses of any kind are not allowable expenses. Institutional overhead is also not permitted. Please note that the project dates for Year 1 should start no earlier than April 1, 2021 and end October 31, 2022; Year 2 should be November 1, 2022 through October 31, 2023. Please note that no-cost extensions cannot be requested for Scholar grants.
16. **Signature Page:** proposalCENTRAL will prompt you to generate a printable version of this page when you have completed your application. Original signatures from the applicant, sponsor, and institutional official are required. A scan of the signed page must be uploaded as a PDF. Proxy and/or electronic signatures are not permissible. Please note LRF no longer requires the original signed document be mailed to the LRF office.

#### **APPENDICES:**

The following additional documents **should be uploaded in PDF format** if available at the time of application. Appendices 1-2 (and any additional support letters) should not exceed 30 pages total. Publication reprints are not subject to the 30 page limit but should not exceed three publications total. Please note that when animal, human subjects, and biohazards certification has been obtained (if applicable to the project), applicants need only to include the confirmation that approval has been granted, not the entire assurance document.

1. **Other Research Support for Mentor:** See "Current and Pending Research Support" directions on pg. 9 of the RFP.
2. **Support Letters from Pharmaceutical Partners/Other Collaborators:** See "Collaborative Partners" on pg. 9 of the RFP.
3. **Publication Reprints:** Each application is limited to 3 (three) publications.

**PLEASE NOTE--About attachments/appendices:**

When uploading documents to proposalCENTRAL in the appendices, please be sure to follow the guidelines below in order to ensure that your attachments will be viewed by the reviewers as you intended.

Review the permissions and security settings in the PDF attachment and be sure that the file is not password protected or locked for editing so that it can merge properly with the rest of the application when downloaded.

Check all merged documents created in Adobe PDF to make sure that each page is merged properly.

To check that the entire application is correct and in the proper order, please select the blue hyperlink "Signature Page(s)" in the left menu tab. Then, click the red button "Print Signature Pages and Attached PDF Files." This will create a merged PDF of your application, which includes the attachments that you uploaded. If any pages are missing, please contact PC customer support for further assistance.

**FOUNDATION CONTACTS:**

Whitney Steen  
Associate Director, Research and Scientific Programs

Phone: 212-349-2910  
Email: [researchgrants@lymphoma.org](mailto:researchgrants@lymphoma.org)

**TECHNICAL HELPLINE:**

Questions concerning use of the proposalCENTRAL electronic submission system should be directed to the proposalCENTRAL helpline, which is available for questions from applicants during normal business hours (8:30 a.m. – 5:00 pm EST), Monday-Friday.

Phone: 800-875-2562(Toll free) or 703-964-5840

E-mail: [pcsupport@altum.com](mailto:pcsupport@altum.com)

**APPLICATION DEADLINES AND TIMETABLE:**

● **Application**

**Submission Deadline: September 9, 2020 at 5:00PM EST.**

**EXTENSIONS WILL NOT BE GIVEN.**

● **Review**

**September-November 2020**

All applications will be reviewed by the LRF Scientific Advisory Board (SAB).

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- **Notification**

- December 2020**

- Applicants will receive notification of funding decision no later than December 23, 2020. Individuals selected as LRF Grantees will receive with their notification an LRF Research Grant Agreement and Policy, Terms and Conditions for signature by the LRF Grantee, the Mentor, and the Sponsoring Institution.

- **Workshop**

- March 8-12, 2021**

- Selected awardees will be expected to attend the LSRMP Workshop, which runs from the evening of Monday, March 8 to noon Friday, March 12, 2021 in Scottsdale, AZ.

## **GENERAL INFORMATION ABOUT THE APPLICATION AND AWARD PROCESS:**

Please follow the instructions on the proposalCENTRAL(PC) website and in this RFP to complete your application. You do not need to complete the application all at once; your application will be saved on the PC server until completed. Incomplete applications cannot be submitted. A complete application must include all of the items listed in the checklist below. All applications must be submitted in English.

You or your institution's grant office may also wish to review the sample LSRMP Policy, Terms and Conditions, and Grants FAQ, which are available on the LRF website at [lymphoma.org/grants](http://lymphoma.org/grants). All chosen awardees must adhere to all requirements as stated in the Policy, Terms, and Conditions. Please contact [researchgrants@lymphoma.org](mailto:researchgrants@lymphoma.org) if you or your institution has concerns or questions about the requirements.

After successful submission of an application, applicants will receive a confirmation email from proposalCENTRAL. **Please check that the email associated with your ProposalCENTRAL account is one where you wish to receive notifications about your application, as all response letters will be sent to that email.**

If selected for an award, payments will be made semi-annually to the sponsoring institution, which will be responsible for disbursing funds to the LRF Scholar. If the Scholar leaves the sponsoring institution, the grant will be transferred to the Scholar's new Institution or payments will be ended early if the Scholar moves to a non-eligible institution or is otherwise unable to continue their research project and/or participation in LSRMP activities. The institution and/or mentor cannot transfer LRF Grant funds to a different researcher if the original recipient becomes ineligible or unavailable.

All LRF applications, application evaluations, and priority scores are considered confidential and are made available only to the SAB, the Board of Directors (BOD), LRF and PC administrative staff, and other LRF representatives involved in the application process. Applications discussed during the final round of review may receive some feedback from the committee with their response letter, however, full critiques of applications, scores, and rankings are not made available to applicants. Although LRF and PC endeavor to protect the confidentiality of proposal and evaluation materials, confidentiality cannot be guaranteed.

## Checklist for Applicants

### Lymphoma Scientific Research Mentoring Program 2021

Use this checklist as a tool to help in preparing your submission. Ensure that you allow **enough time** to complete the application process to meet the deadline of **5:00 pm (EST) September 9, 2020**, as late applications **will not be accepted**.

#### Application and Submission Checklist

- Register and complete a professional profile at proposalCENTRAL (<https://proposalcentral.altum.com>).
- Ensure that your grants and contracts office has registered your institution and signing officials with proposalCENTRAL.
- Set up an ORCID profile if you do not already have one.([orcid.org](http://orcid.org))
- Two (2) letters of support **in addition to** your Primary Mentor’s letter, are required. Applications cannot be submitted if all support letters have not been uploaded - make sure your letter writers know and can comply with the application deadline.
- Begin the application process on the proposalCENTRAL system. You do not need to complete the application all at once; your application will be saved on the server until completed. ***Remember, incomplete applications cannot be submitted.*** See more on required Application parts below.
- Download and review the “Lymphoma Scientific Research Mentoring Program Policy Statement, Terms and Conditions.” posted at [lymphoma.org/grants](http://lymphoma.org/grants). Applicants must adhere to all requirements as stated in the “Terms and Conditions.” Please note that this policy statement has some significant differences from the “Research Grants Policy, Terms and Conditions” used for other LRF grant programs.
- Print the Waiver and Signature pages and provide signatures (in ink) by the Applicant, Primary Mentor, and the Sponsoring Institution’s authorized official. Upload a scanned version of each signed page as a PDF. Proxy and/or electronic signatures are not permissible.
- Prepare the Application Cover Sheet (2 pages) and upload to ProposalCENTRAL as a PDF.

**In addition, note the following required application parts:**

- Research Proposal** – Limit 7 pages, 11 pt type, and 1 inch margins, including tables and figures.
- Applicant Biosketch**

- Applicant Career Development Plan** – see page 5 for page limits.
- Mentor Biosketch (es)**
- Primary Mentor Letter of Support**
- Two (blinded) General Letters of Support**
- Non-Technical Abstract**
- Technical Abstract**
- Areas of Study/Keywords** – fill out through proposalCENTRAL.
- Current and Pending Research Support**
- Budget**—Fill out through proposalCENTRAL.
- Regulatory Documentation (IRB, etc.), if applicable to proposal** – please note only confirmation of approval is required not the entire assurance.
- Appendices – other attachments needed to support the application (limit 30 pages total):**
  - Mentor’s Research Support**
  - Support letters from collaborators/pharmaceutical partners, if applicable to proposal**
  - Publication Reprints** – not required. Publications are not subject to 30 page limit but nor more than three (3) publications should be submitted.