

Jaime Peykoff Follicular Lymphoma Initiative

Priority Research Grant (2023-2026)

Guidelines and General Instructions for Letters of Intent (LOI)

Note: the full application RFP has been released simultaneously with the LOI for reference purposes and is available as a separate PDF at lymphoma.org/grants.

KEY DATES

LOI Submission Period:	February 24 – May 17, 2022 5:00 PM EST
LOI Decision Notifications:	by June 30, 2022
Application Release Date:	June 30, 2022
Application Deadline:	September 8, 2022 at 5:00 PM EST
Peer Review Process:	September – November 2022
Applicant Notification Date:	by December 22, 2022
Earliest Project Start Date:	March 1, 2023
Latest Project Start Date:	July 1, 2023

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 literature, 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.

JAIME PEYKOFF FOLLICULAR LYMPHOMA INITIATIVE OVERVIEW:

Follicular lymphoma (FL) is a slow-growing or indolent form of non-Hodgkin lymphoma (NHL) that accounts for 20 to 30 percent of all NHL cases. While typically an indolent form of lymphoma, FL remains incurable and a continuing challenge for researchers and clinicians. Although most patients respond to the current standard of care, many will require treatment throughout their lifetime; other patients' inability to achieve a complete remission or those whose disease progresses early results in poorer long-term outcomes.

Established in 2020 through the generosity of the Peykoff Family and Niagara Cares, the \$10 million Initiative is poised to transform the follicular lymphoma treatment landscape for tens of thousands of patients by harnessing the Lymphoma Research Foundation's (LRF) unique resources, convening the world's experts in follicular lymphoma research and patient care, and driving direct investment in biomedical research. Please see page 8 for additional grant opportunities that are available through the Jaime Peykoff Follicular Lymphoma Initiative this cycle.

Review Criteria:

The Follicular Lymphoma Priority Research Grant seeks to identify innovative research projects that address one or more of the priority issues identified by the Peykoff Initiative Steering Committee in adult follicular lymphoma. (for the full list of priority issues, see page 9). **Applications to this initiative should relate to work in the clinical setting and/or involve primary FL patient samples. Pediatric FL projects are not eligible in this cycle.**

For 2023, LRF is encouraging applications in the following areas:

- Transformed FL – biology, treatment, and prognostic factors
- Risk and Prognostic factors for general FL and/or relapsed/refractory disease
- Emerging FL treatment strategies

While applications in any of the priority issues listed on page 9 are welcome, applications in the above areas will be given special consideration.

At the LOI stage, the scientific feasibility of the research project as well as the feasibility of achieving the stated research aims in a three-year period, will be a particular point of evaluation.

Collaborative, multi-institution collaborations are encouraged but not required; please see "Multi-Institution Projects" below for additional eligibility guidelines. LRF anticipates awarding up to five grants of \$750,000 over three years (\$250,000 per year). Indirect costs are allowable up to 25% (smaller amounts preferred) and are included in the \$750,000 total funding.

Applicant Eligibility

- PI should be a faculty investigator with an MD, PhD, or equivalent degree. **All PIs and co-PIs should submit NIH biosketches as part of the LOI stage.**
- PIs and Key Personnel may only be associated with **ONE** LOI per cycle. A PI on one LOI may not hold a key personnel role on a different LOI. PIs from the same institution may submit separate LOIs as long as there is no overlap in Key Personnel.
- All PIs must be based at an academic institution or non-profit research center in the United States or Canada for the duration of the grant award. PIs at US government institutions (NIH, Department of Defense, etc.) may not apply for this award. Non-PI key personnel at US government institutions and/or outside the U.S. or Canada are allowed as long as the majority of the work will be done at the PI's institutions. All PI institutions must provide a letter confirming their support for the project as part of the LOI stage.
- If PIs have current or previous funding from LRF, they should ensure that all LRF grants are in good standing and in compliance with all LRF requests for progress reports or other information.

- Early career PIs who are eligible for the Clinical Investigator Career Development Award, Lymphoma Scientific Research Mentoring Program, or Postdoctoral Fellowship Grant cannot apply to the Priority Research Grant. However, all three of these programs have dedicated funding available in the 2023 cycle for FL focused research. See page 8 for details.

Multi-Institution Projects

- Grant projects involving research at multiple institutions may designate one PI per institution, but should be prepared to assign one PI and institution as the Primary PI, who will be responsible for administration of the grant including submitting scientific and financial progress reports and disbursing funds to collaborating institutions. All other PIs should be designated “co-PI” in the application. Grant projects at single institutions may designate multiple co-PI, but must designate a Primary PI and follow all instructions for multiple PI’s as listed below.
- The PI and all co-PIs must submit biosketches at the LOI stage. All PIs and co-PIs will also need to log in individually to Proposal Central to sign the signature page of the application before submission.
- The naming of co-PIs is optional for multi-institution projects. However, each institution involved in a project must designate at least a “site lead” in the Key Personnel section. Co-PIs are automatically considered site leads if named at an institution. Site leads who are not co-PIs only need to be faculty level researchers with an MD, PhD, or equivalent and appointments at the indicated institution.
- Non-co PI site leads and/or other key personnel should be listed in the Key Personnel section of the application but do not need to supply a biosketch until the full application stage.
- The support letter from the Primary PI’s institution (see page 4) should confirm the Institution’s willingness to serve as financial administrator for the grant, including the administration of any subcontracts.
- All PI or co-PIs must be at an institution that meets the eligibility criteria as noted above in “Applicant Eligibility.” Please make special note of the restrictions on U.S. government institutions as well as institutions and researchers outside of the U.S. or Canada.
- Please note that if multiple PIs and co-PIs are designated, a detailed plan for resolving disputes between PIs will be required in the full application.

Letters of Intent that do not address one of the research priority issues listed on page 9, exceed page limits, or whose PIs do not meet applicant eligibility criteria will be administratively disqualified prior to scientific review.

Budget Guidelines

Awards will be made in the amount of \$250,000 per year for three years (\$750,000). Direct and indirect costs are included within this total.

Budgets are not required at the Letter of Intent stage, however, applicants should take note of the following budget guidelines:

- Indirect costs may not exceed 25% of the total award. Indirect costs for consortia or subcontracts are included in this amount.
- If the collaborators include key personnel based at U.S. government institutions and/or academic institutions outside the U.S. or Canada, funds disbursed to those institutions may not exceed 25% of the total award.

- Salary for any personnel doing direct work on the research project (including fellows and technicians) are allowed. Institutional policies should determine salary levels for all personnel on the research project.
- Reasonable travel, publication, and meeting-related poster printing costs are allowed for purposes specifically related to the research project.
- Professional membership dues or subscription dues are not allowed.
- Tuition costs are not allowed; stipends and salaries to postdoctoral fellows or other students are permitted.
- Visa costs are not allowed.
- If other funds will be supporting work on this grant, the institution and PI designated as financial administrator should ensure that there are no duplicative expenses. LRF may allow limited rebudgeting of funds with advance notice and approval to avoid expense overlap.

SUBMISSION INFORMATION:

All interested grant applicants must submit their LOIs online through proposalCENTRAL (<https://proposalcentral.altum.com/>) by **5:00 PM EST on May 17, 2022**. Applicants are encouraged to contact LRF at researchgrants@lymphoma.org for questions or concerns relating to issues of eligibility for or responsiveness to this RFP.

To avoid being rushed at deadline, 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.

Note: PIs should double check their Proposal Central account to ensure the email associated with their account is where they wish to receive notifications about the LOI.

LOI applications that do not meet eligibility requirements, or that exceed page limitations, will not be reviewed.

A **complete** LOI application will include the following elements:

1) Letter of Intent -- Download the template from the application. LOIs should be no more than two pages, references will not count against this page limit. Letters of intent should not exceed two pages in length (no smaller than 11 pt type). References will not count against the two page limit. Letters should include a paragraph or two on each of the following topics:

- Research plan – the applicant should propose a research plan that describes the research question, hypothesis(es), and specific aims to be addressed. (Please note: an abstract does not have to be included within the LOI – a technical abstract will be entered as a separate field in the Proposal Central application.)
- Impact Statement – the applicant must specifically state how their proposal and specific aims address one or more of the priority issues identified by the Peykoff Initiative Steering Committee (see page 9), and will lead to increased understanding of the chosen issues.
- Commitment to Lymphoma -- How the proposed research reflects the PI (s) and institution (s) commitment to lymphoma research in general and follicular lymphoma research specifically.

- Identification of PIs and Key Personnel – the applicant must identify within their LOI all PIs, Site Leads, and Key Personnel who will execute work on the project. All PIs designated at LOI stage must remain the same throughout the application process; if site leads or key personnel change after LOI review an explanation for the change must be included in the full application.
- Collaborative Partners – the applicant must identify any consortia, cooperative groups, pharmaceutical industry partners, or institutions not already associated with a PI or Key Person who are expected to contribute resources to the project. At the full application stage support letters from these partners will be required; at LOI stage a list of expected collaborators and the resources they will be contributing is sufficient.

2) Key Personnel and LOI Signature Page: proposalCENTRAL will produce an electronic signature page from the information entered in the Key Personnel screen. After adding and saving an individual designated “Co-PI” on the Key Personnel screen, a green box should appear at the top of the screen noting that the Co-PI has been given Edit access and designated as a signatory on the application. **The PI and any co-PIs designated on the application should log in individually to Proposal Central and electronically sign where indicated.** An automated email will be sent from Proposal Central to each signee, but signatories can also log in to their Proposal Central account and access the application from their “Home” tab. Institutional signatures are not required at the LOI stage.

3) Abstract: A technical abstract of 100 words or less should be entered in the required field of the proposalCENTRAL application, and include a brief description of the project as well as the significance of the proposed research to the field of lymphoma.

4) PI Biosketch(es): All PIs and Co-PIs should submit an NIH biosketch, no more than five pages in length. Key Personnel that are not PIs do not need to be submitted at the LOI stage. Please use the most recent, non-fellowship format as listed on the NIH website at: <https://grants.nih.gov/grants/forms/biosketch.htm> Upload in the attachments section.

5) Institutional Letter of Support: A one-page letter from the primary PI’s institution. This letter should be signed by the department or division chair, on institutional letterhead. If that individual is also a PI or key person on the application, the letter should be signed by a dean or cancer center director. This letter should include:

- Confirmation of the date and specific title of the PI’s current faculty appointment, and the total number of years the PI has held a non-tenure or tenure track faculty appointment at their current institution.
- If the institution will serve as financial administrator for a multi-institution project, the letter should confirm the institution’s commitment to overseeing fund disbursement (including setting up subcontracts to other institutions if necessary), budget tracking and financial reporting if awarded the grant. For single institution projects, this is not required.

LOI Review and Application Invitations

Letters of Intent will be reviewed by members of the Jaime Peykoff Follicular Lymphoma Research Initiative Steering Committee, a subcommittee of LRF’s Scientific Advisory Board, as well as other experts in follicular lymphoma research. LOIs will be assessed for the following criteria:

- Adherence to application formatting (including page limits) and PI eligibility requirements.
- Scientific relevance to the Peykoff Initiative Priority Areas (pg. 9), with special consideration for projects that address the highlighted priority areas for 2023.

- Feasibility of the project's research aims and the likelihood of achieving them in a three-year grant period.
- Project design relates to work in the clinical setting and/or involves primary FL patient samples.
- Project's capacity to contribute new knowledge to the understanding of FL treatment, diagnosis or prognosis, and/or provide additional data/insight in an understudied area of FL.

LRF staff will notify LOI applicants if they are invited to submit a full application by June 30, 2022. **The full application will be open from June 30- September 8, 2022.**

FOUNDATION CONTACTS:

Whitney Steen
Director, Research Grants and Initiatives
Phone: 212-349-2910, press option 4 and then option 5

Tricia Mitchell
Research Program Coordinator
Phone: 917-750-1445

Grants General Email: 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

APPLICATION DEADLINES AND TIMETABLE :

- **LOI Stage**

Submission Deadline: May 17, 2022 at 5:00 pm EST. Extensions will not be given.

- **LOI Stage Notification**

No later than June 30, 2022

- **Application Period**

June 30, 2022- September 8, 2022

- **Full Application Review**

September-November 2022

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

- Notification

December 2022

Applicants will receive notification of funding decision no later than December 21, 2022. 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 sponsor, and the sponsoring institution.

- Funding

Earliest March 2023

Funding will commence at the earliest on March 1, 2023 and can begin no later than July 1, 2023. Payments will be made semi-annually to the Primary PI's Sponsoring Institution, which will be responsible for disbursing funds to the PI as well as any collaborating institutions.

GENERAL INFORMATION ABOUT THE APPLICATION AND AWARD PROCESS:

Applicants should follow the instructions on the proposalCENTRAL(PC) website and in this RFP to complete the application. The application does not need to be submitted all at once; it will be saved on the PC server until completed. Incomplete applications cannot be submitted. A complete application must include all of the items listed on pages 4 and 5, including all co-PI signatures. All applications must be submitted in English.

Applicants and their institution's grant office may also wish to review the sample FL Priority Research Grants Policy, Terms and Conditions, and the Grants FAQ, which are available on the LRF website at lymphoma.org/grants. All chosen awardees must adhere to all requirements as stated in the Policy, Terms, and Conditions. **Please contact researchgrants@lymphoma.org with 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 the LOI, applicants will be provided with full application information and instructions, and will need to submit the full application through proposalCENTRAL before the application deadline of September 8, 2022.

If an application is selected for an award after the full application stage, payments will be made semi-annually to the institution of the designated administrative PI, which will be responsible for disbursing funds to the administrative PI and any collaborating or subcontracted institutions. If the administrative PI leaves their original institution, the grant will be transferred to their new Institution or, if the original administrative PI moves to an ineligible employer or is otherwise unable to continue the research project, a new administrative PI will be designated from the existing co-PIs or key personnel.

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 at the LOI stage will not receive feedback. Although LRF and PC endeavor to protect the confidentiality of proposal and evaluation materials, confidentiality cannot be guaranteed.

Jaime Peykoff Follicular Lymphoma Initiative – Early Career Grant Opportunities, 2023 Grant Cycle

The Peykoff Initiative supports research in Follicular Lymphoma through a variety of the Lymphoma Research Foundation’s grant mechanisms. In addition to this Priority Research Grant, funding has been reserved for projects focused on adult follicular lymphoma in several of LRF’s early career mechanisms, which will open for applications in early June 2022 (prior to the FL application opening). These opportunities include:

- Clinical Investigator Career Development Award – Open to advanced clinical fellows or junior faculty members with at least 2 years (24 months) of fellowship or postdoctoral training and no greater than 5 years of experience beyond completion of his/her fellowship or postdoctoral training (the five year limit may be non-sequential) at the start of the award period (March 1, 2023). Applicants must also be licensed physicians at a clinical research institution in the United States or Canada for the duration of the CDA.
- Postdoctoral Fellowship Grant – Applicants must hold an MD, PhD, or equivalent degree and be affiliated with a sponsoring institution in the U.S. or Canada for the duration of the award. MD applicants must have completed at least two years (24 months) of their fellowship work at the start of the award period. All applicants should not have completed more than five years (60 months) of their fellowship or postdoctoral work at the start of their award period. Individuals holding faculty positions prior to March 1, 2023 are not eligible to apply; awarded applicants may move into faculty positions during the award period.
- Lymphoma Scientific Research Mentoring Program – there is not designated FL Initiative funding for this program for 2023 but applications in FL are encouraged.
 - Clinical Track eligibility: Applicants 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 a relevant ACGME fellowship program. 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. Requirements are calculated per the applicant’s status as of March 1, 2023.
 - Lab/Translational Track eligibility: 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 a relevant ACGME fellowship program. 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, 2023.

Please note that researchers eligible to apply for any of the early career programs cannot apply to the Priority Research Grant as a PI or co-PI. To receive an email notification when the final RFPs are available, visit lymphoma.org/grants.

Lymphoma Research Foundation Follicular Lymphoma Discovery Meeting Executive Summary and Priority Research Areas

The Lymphoma Research Foundation's (LRF) Jaime Peykoff Follicular Lymphoma Research Initiative was established in 2020 to address unanswered scientific and medical questions in the field of follicular lymphoma (FL) research. Despite improved long-term remission and survival rates for follicular lymphoma patients in the rituximab era, most FL patients still ultimately die of their disease. In addition, certain FL patients do not respond to the current standard of care or their disease changes, or transforms, into a more aggressive form of lymphoma. To ensure that the new Initiative was guided by the latest scientific evidence, LRF formed a steering committee comprised of the world's experts in lymphoma research to provide leadership and insights to the effort.

To direct the development of the Initiative, LRF convened a Follicular Lymphoma Discovery Meeting on June 30, 2020, which brought together international experts in follicular lymphoma research to discuss and prioritize the unanswered questions which exist in the field. The Jamie Peykoff Follicular Lymphoma Initiative Steering Committee drew upon the presentations and discussion from the workshop to develop a white paper that would inform the Initiative and the Foundation's work in this area. The resulting publication, *Follicular Lymphoma Discovery Meeting: A Lymphoma Research Foundation White Paper*, categorized these priorities into four categories of scientific research: Disease biology and prognostic factors; Risk factors, or epidemiological considerations; Transformed disease; and Current and emerging treatment strategies. ([Click to read the full paper on the LRF website.](#))

Highlighted Priority Areas for 2023:

For the 2023 grant cycle, LRF is strongly encouraging applications in the following priority areas:

- Transformed FL
 - Development of consistent mutation, biomarker, or prognostic scales that can inform oncologists which patients are most at risk for transformed disease at initial diagnosis.
 - Development of standardized, operational definitions of transformation to ensure that studies of transformed disease produce consistent data that can be easily compared and analyzed.
 - Genetic sequencing of FL transformation and/or the identification genetic pathways that drive transformation in order to develop targeted therapeutic agents.
- Risk and Prognostic Factors
 - Larger-scale collection of patient data over a significant time period, either through clinical trials or
 - large-scale genetic studies, to identify both risk factors and the incidence of long-term outcomes (i.e., demographics, immune function, etc.)
 - Combination epidemiological studies of risk factors/outcomes and studies of the tumor microenvironment to better understand the relationship between the microenvironment and risk factors.
 - Standardizing definitions of different types of relapses (e.g., relapse associated with resistance to treatment versus relapse which occurs many years after successful remission) could improve the quality of data collected from clinical trials and lead to more effective treatments.
- Current and emerging FL treatment strategies
 - Strategies and projects which include FL treatments that are more effective, aid patient populations who are not as well-served by the current standard of treatment, and which may improve patients' quality of life.

Additional areas identified as priorities by the whitepaper include:

- Interactions between malignant FL cells and various elements of the human immune system, including T-cells, macrophages, and immune checkpoints.
- The long-term immune function of FL patients and survivors' and means by which it is impacted by FL treatment.
- Exploration and analysis of current treatments for indolent FL to understand which treatments or sequence of treatments best balance efficacy, safety, and health-related quality of life.
- Development of new criteria to identify the most effective frontline (first) treatment for individual FL patients, including predictive biomarkers.
- Development of new endpoints for clinical trials that are more relevant to FL patients, who routinely survive past the current endpoints for clinical trial evaluation.

Checklist for Applicants

2023 FL Priority Grant – Letter of Intent

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) May 17, 2022**, as late applications **will not be accepted**.

If this checklist is not part of the full LOI Guidelines document, review the full document at lymphoma.org/grants before starting your application.

Application and Submission Checklist

- Ensure that your grants and contracts office has registered your institution with Proposal Central, and that any co-PIs on the application have their own Proposal Central accounts.
- Begin the application process on the Proposal Central 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 with your institution’s grant office the sample “FL Priority Grant Program Policy, Terms and Conditions” at lymphoma.org/grants. **All** Applicants must adhere to all requirements as stated in the “Terms and Conditions.” (Your institution may not require this step until the full application stage.)
- Have all required parties (including all individuals designated as co-PIs) sign the Signature Page electronically through Proposal Central.

In addition, note the following required application components:

- Applicant (Primary PI) Biosketch (upload in Attachments section)**
- Co-PI Biosketches (as needed, upload in Attachments section)**
- Technical Abstract (enter in Abstract section of application)**
- Letter of Intent – See Guidelines page 4 for detailed page limits and sections. (upload in Attachments section)**
- Institutional Support Letter – See page 5 for details (upload in Attachments section)**