

# **Lymphoma Scientific Research Mentoring Program (LSRMP)**

## ***2025–2027 Program Overview, Guidelines, and Instructions for Application***

### **KEY DATES**

Application Release Date: June 1, 2024

Application Deadline: September 5, 2024 at 5:00 PM EST

Peer Review Process: September – November 2024

Applicant Notification Date: December 2024

Workshop Dates: March 4–7, 2025

### **Introduction**

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

The Lymphoma Research Foundation 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 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 researchers at the levels of postdoctoral fellow, clinical fellow, or junior faculty with an interest in laboratory-based research including, bench, translational and pathology research as well as statistical research.

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The Foundation considers “lymphoma” to encompass all 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 Lymphoma Research Foundation through follow-up programming and activities.

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### **SPECIAL INITIATIVE FUNDING:**

For the 2025 cycle, the Lymphoma Research Foundation has opened several special research initiatives which reserve funding for exemplary projects in specific patient populations. Projects that meet these additional criteria are strongly encouraged to apply. Applications which are eligible for special initiative funding will also be considered for LSRMP funding through other sources.

**Kanti Rai, MD, Chronic Lymphocytic Leukemia Scholar Award:** A minimum of one LSRMP Scholar will be selected with a project focused exclusively on research in chronic lymphocytic leukemia/small lymphocytic lymphoma. Applicants to either the clinical or laboratory track are eligible for this award.

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**Mantle Cell Lymphoma Initiative Scholar Award:** A minimum of one LSRMP Scholar will be selected with a project focused on research in mantle cell lymphoma. Applicants to either the clinical or laboratory track are eligible for this award.

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### **PROGRAM OVERVIEW AND FORMAT:**

The Lymphoma Research Scientific Advisory Board will select up to 6 Scholars in each of the two tracks to become LSRMP Scholars and participate in the Lymphoma Scientific Research Mentoring Program. LSRMP Scholars attend an initial LSRMP workshop which is four days in length. The workshop will take place March 4-7, 2025 in Henderson, Nevada<sup>1</sup>.

The Lymphoma Research Foundation 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 Lymphoma Research Foundation 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 LSRMP 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

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<sup>1</sup> Please note, for all programmatic elements currently planned to be in person, the Foundation is monitoring federal and local public health guidelines and will make alternate arrangements for the workshop if advisable.

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, computational biology, 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 Foundation staff. In addition, Scholars will participate in a mock review activity in October/November 2025 and an additional follow up meeting in September/October 2026.

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

1. **Fall 2025 Follow Up Meeting** – LSRMP Scholars will attend a portion of the Fall 2025 Lymphoma Research Foundation Scientific Advisory Board Meeting (tentatively scheduled for October/November 2025), where they will network with SAB members and have the

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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 the Foundation.

2. **Fall 2026 Follow Up Meeting** – LSRMP Scholars will attend the 2026 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 2026; 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 the Foundation.
3. **Scholar Grants** – Grants in the amount of \$5,000 will be provided each year over two years (\$10,000 total), to cover educational support such as tuition, registration fees, and travel for courses and meetings that are integral 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 Lymphoma Research Foundation 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 Lymphoma Research Foundation Scientific Advisory Board (SAB). All projects must be focused on a proposed hypothesis-driven research project in lymphoma – the Foundation considers “lymphoma” to encompass all recognized lymphoma subtypes listed in the 5th edition WHO classification of lymphoid malignancies, including chronic lymphocytic leukemia (CLL). Projects which combine the study of lymphoma/CLL with another cancer or hematologic malignancy not included in the WHO classification of lymphoid malignancies (including myeloma and 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 is in the Clinical track and one is in the Laboratory track). Each track has a separate application in Proposal Central; 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.

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 in the Title Page section of the online application if they are willing to allow the committee to move them to the other track. The review committee may also consider CDA and Postdoctoral Fellowship grant applicants for a space in the program if recommended by those review committees, however priority review will be given to applicants who apply to the LSRMP directly. **Applicants must meet all eligibility criteria in both tracks to be moved by the review committee; questions about eligibility may be directed to [researchgrants@lymphoma.org](mailto:researchgrants@lymphoma.org).**

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 research in lymphoma and its appropriateness for the selected track.

### **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 Plan 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 2025 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.

### **APPLICANT ELIGIBILITY – PLEASE READ BEFORE PROCEEDING**

Please note there are several differences in eligibility between the two tracks; applicants should carefully review the eligibility in their preferred track. **Please note that the review committee can only approve moving an applicant between tracks if the applicant meets both tracks' criteria.** Applicants who do not meet eligibility criteria will not be reviewed. Questions about applicant eligibility should be directed to [researchgrants@lymphoma.org](mailto:researchgrants@lymphoma.org).

Additionally, to account for training delays or furloughs that may have occurred as a result of the COVID-19 pandemic, the Foundation is temporarily extending the maximum eligibility for each track by one year, the new limits are noted in the section below.

### **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.
2. Applicants for this track must be one of the following, with requirements calculated per the applicant's status as of March 1, 2025:
  - a. a junior faculty member with an MD or equivalent degree in their first five years holding a faculty position. Eligible titles include, but are not limited to, Instructor, Clinical Instructor, Assistant Professor and Clinical Assistant Professor.
  - b. a clinical fellow who is 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. Pathology fellows in one-year fellowship programs and 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, please contact [researchgrants@lymphoma.org](mailto:researchgrants@lymphoma.org) for eligibility review.
3. Applicants should not be more than five years beyond completion of their fellowship or more than thirteen years beyond completion of their MD or equivalent degree as of March 1, 2025.

4. Applicants must be affiliated with a sponsoring academic or nonprofit research institution in the U.S. or Canada for the duration of the LSRMP award. Citizenship is not required. LSRMP awards are open to applicants from the NIH or other U.S. government entities.
5. Applicants should not be participating in another competitively applied for mentorship (such as ASH's CRTI) during the LSRMP period (March 2025 through October 2027). Applicants who will have completed other mentorship programs prior to March 2025 are welcome.
6. Selected applicants are required to attend and participate in all LSRMP programs in their entirety including the 2025 workshop, follow-up programs (Fall 2025 and 2026), and Foundation required communication, reporting, and evaluation.
7. Fluency in English.
8. 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.
9. 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.
10. LSRMP applications are self-initiated. The Lymphoma Research Foundation 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 career that will focus primarily on



non-clinical research, including bench, translational, pathology, and/or statistical research. 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 track must be one of the following, with requirements calculated per the applicant's status as of March 1, 2025:
  - a. A postdoctoral fellow with no more than eight years as a postdoctoral fellow;
  - b. A clinical fellow who is 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. Pathology fellows in one-year fellowship programs and 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, please contact [researchgrants@lymphoma.org](mailto:researchgrants@lymphoma.org) for eligibility review.
  - c. An Instructor (MD, PhD, or equivalent) in their first five years with the title Instructor. 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 thirteen years beyond completion of their PhD or equivalent degree;
  - d. An Assistant Professor (MD, PhD, or equivalent), in the first four years with that title. Assistant Professors must be tenure eligible and spend at least 80% of their time in laboratory research work. They must be the sole PI of their laboratory and must provide an institutional letter documenting commitment to the applicant in terms of space and resources (see item 18, page 16 for details).
4. Applicants must be affiliated with a sponsoring academic or nonprofit research institution in the U.S. or Canada for the duration of the LSRMP award. Citizenship is not required. LSRMP awards are open to applicants from the NIH or other U.S. government entities.
5. Applicants should not be participating in another competitively applied for mentorship (such as EHA-ASH TRTH) during the LSRMP period (March 2025 through October 2027). Applicants who will have completed other mentorship programs prior to March 2025 are welcome.
6. Selected applicants are required to attend and participate in all LSRMP programs in their entirety including the 2025 workshop, follow-up programs (Fall 2025 and 2026), and Foundation required communication, reporting, and evaluation.
7. Fluency in English.

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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.
  9. 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. Up to four associate mentors, who may provide support for additional aspects of the project and be based at other institutions, are welcome but not a requirement.
  10. LSRMP applications are self-initiated. The Lymphoma Research Foundation does not invite applications from selected individuals, institutions, or laboratories.

**PUBLIC ACCESS POLICY – PubMed CENTRAL:**

Lymphoma Research Foundation 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 the Foundation 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.

**PHYSICIAN PAYMENTS SUNSHINE ACT:**

Please be advised that a portion of the Lymphoma Research Foundation's funding for certain LSRMP Awards is underwritten by manufacturers of pharmaceutical drugs and devices and/or other entities who are required to report payments or transfers of value made to U.S. physicians and teaching hospitals under the federal Physician Payments Sunshine Act. The Foundation's understanding is that payments made to the recipient of a Career Development Award that has been supported by one of these entities are reportable as research grants under the Sunshine Act if the applicant is a licensed physician (MD or equivalent) in the United States. Applicants will be notified at the time of the award letter if their grant payments are considered reportable.

## Application Process

### SUBMISSION INFORMATION:

All interested grant applicants must submit their applications online through Proposal Central (<https://ProposalCentral.altum.com/>) by **5:00 PM EST on September 5, 2024**. 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 Proposal Central **now**. Applicants should make sure their grants and contracts office has registered their institution and signing officials with Proposal Central, 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 Proposal Central. 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 Proposal Central application, applicants may indicate if they are willing to be considered in either track based on the review committee's assessment; please note applicants may only be moved to another track if they meet the eligibility requirements for that track.

**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 Proposal Central and upload as PDF. **Please be sure to follow the page limit and font instructions as listed on the first page of the template. Margins should be no smaller than .75 inches.**

The Research Proposal should discuss the nature of the proposed research plan and should cover the following points:

1. SCIENTIFIC ABSTRACT
2. RESEARCH AIMS (Clinical Track)/RATIONALE, HYPOTHESIS AND SPECIFIC AIMS (Lab/Translational Track) – These aims should reasonably be expected to be accomplished within the period of the award
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. Please clearly state whether you will be doing the work on all research aims or if any work will be done by collaborators.

4. PRELIMINARY STUDIES
5. RELEVANCE TO THE UNDERSTANDING AND TREATMENT OF LYMPHOMA – Please explain the potential impact of your research project on the scientific understanding of lymphoma and/or patient care.
6. RESEARCH DESIGN AND 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 the estimated timeline for the execution of this research plan within the grant period, including any applicable information from the below items:
  - a. Projects involving clinical trials should include a timeline for obtaining assurance approval (if not already received).
  - b. Clinical trial projects should also include an estimated accrual timeline. If a clinicaltrial.gov number has already been issued for this trial that should also be included.
  - c. Projects involving the analysis of data or materials such as patient samples, mouse models, or cell lines should include a timeline for completing collection/development or, if being provided by a collaborator, clear identification of when the materials will be acquired and a plan for completing the analysis during the grant period.
  - d. If the applicant anticipates transitioning to a faculty position or new institution prior to the close of the LSRMP grant in October 2027 please include a plan for how this transition will impact the research project, 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. RESPONSE TO FEEDBACK (resubmissions only) – If the applicant is resubmitting the same project from a previous Lymphoma Research Foundation application cycle and received written feedback with the response letter, summarize any changes made to the project as a result of the feedback provided. If the applicant did not receive written feedback, please note no feedback was received and address any changes made from the previous submission. Applicants may use up to one extra page in the research proposal to include this section. If the applicant has applied to the Lymphoma Research Foundation Postdoctoral Fellowship Grant previously but is applying this year with a new project, do not complete this section.

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9. **REFERENCES** -- Limit Sections 1-7 of your Research Plan to **7 pages, including tables and figures**, as per instructions on the template. If required to complete the Response to Feedback section, one additional page is permitted (8 pages total). References and any table of contents 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:** Download the template from Proposal Central. Please fill out the requested information as completely as possible and upload as a PDF attachment.
2. **Key Personnel, Institution, and Application Signature Page:** Proposal Central will produce an electronic signature page from the information entered in the Key Personnel section and any person designated the Grants Officer or Signing Official on the Institution section. After adding and saving individuals, a green box should appear at the top of the screen noting that the person has been given Edit access and designated as a signatory on the application. The PI, their Primary Mentor, and either the Institutional Signing Official or an authorized Grants Officer 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.
3. **Lymphoma Research Foundation Waiver:** Download the template from Proposal Central. The original of the Waiver must be signed by the applicant, the primary sponsor, and an authorized signing official of the sponsoring institution (please confirm appropriate signing officials with your institution's grant office). The waiver may be signed in ink or with an electronic signature program such as Adobe or DocuSign, and then uploaded in the Attachments section as a PDF.
4. **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 Proposal Central application to link your existing profile or set up a new one.
5. **Statement of Level of Effort:** In Proposal Central, provide the approximate percentage of time that the applicant will devote to each work activity (e.g., research, clinical, teaching, administration, other). Please note that Assistant Professor applicants in the Translational track must devote at least 80% of their time to laboratory work.
6. **Non-Technical Abstract:** Fill out the text window in Proposal Central. This is a brief description (100 words or less) of the proposed project presented in terminology for the general public. It should be understandable to the average reader of a daily newspaper. Please note Proposal Central accommodates additional characters in the abstract section, please try to stay as close to 100 words (500-800 characters) as possible.

7. **Technical Abstract:** Fill out the text window in Proposal Central. In addition to describing the project using technical language, the Technical Abstract should explain (in 100 words or less) the significance of the proposed work to the field of lymphoma.
8. **Keywords:** In Proposal Central, please select all applicable keywords in each of the four Areas of Study categories. A thorough, accurate selection of keywords will enable the Foundation to match applicants with appropriate reviewers. If you are having trouble seeing the full keyword list, try increasing the width of your browser window.
9. **Applicant's Biographical Sketch:** Please follow the current NIH format and upload as a PDF. Please note the section on coursework completed is not required.
10. **Mentor's Biographical Sketch:** Please follow the current NIH format and upload as a PDF. If any associate mentors are listed they must also submit a biosketch.
11. **Individual/Career Development Plan:** Limit to three pages with legible 11 point type and .75 inch margins. Download the template from Proposal Central, 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.
12. **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.** Upload a PDF of the letter as an attachment. If associate mentors are not being counted towards the blinded support letters (see below), please include their support letters in the appendix – please note a limit of four associate mentors, all of whom must be included in the key personnel section.
13. **Blinded 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; letter writers could include your 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. Proposal

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Central 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 Proposal Central 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 5, 2024 or the system will prevent you from submitting your application.** For technical assistance submitting letters, please refer to the Proposal Central technical helpline information on page 17.

14. **Organization Assurances:** In Proposal Central, 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.
15. **Collaborative Partners:** In the designated question of the Organizational Assurances section of the Proposal Central application, list any non-key personnel labs/institutions, consortia, cooperative groups, industry partners, or other collaborative partners that will be providing significant material resources to the project (i.e. funding, access to therapies, statistical or sample analysis, data or tissue samples, etc.). Please indicate whether requests for this support are pending or approved. **Support letters confirming support or resources for the project are required for any entity who are indicated as having approved their support in the Organizational Assurances section – please note that if you are receiving samples and/or data from multiple researchers or institutions through a consortia or collaborative project, one letter from the head of the project confirming their support will suffice.** Letters should be uploaded in the Attachments section and will count towards the appendix page limit (see page 16).
16. **Current and Pending Research Support:** In Proposal Central, list all active and pending research support for the applicant. 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: Proposal Central 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 sponsor should be indicated using the Sponsor 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 sponsor support is only required if the support is funding any portion of the applicant's project.

17. **Budget:** Enter a budget in the Proposal Central 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 April 1, 2025 and end October 31, 2026 (to allow additional lead time to launch the LSRMP research project); Year 2 should be November 1, 2026 through October 31, 2027.** Please note that no-cost extensions cannot be requested for Scholar grants.
18. **[Assistant Professor Lab/Translational Track applicants ONLY] Institutional Verification Letter:** Assistant Professor applicants in the Lab/Translational track should include a letter from their institution verifying that their appointment includes independent laboratory space, any initial research funds provided by the institution, and expected academic trajectory to tenure. Letters should be on electronic letterhead and uploaded as part of the appendix. Clinical track applicants and translational track applicants who are not at the assistant professor level do not need to provide this letter.

## APPENDICES:

The following additional documents **should be uploaded in PDF format.** 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/or 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. 15 of the RFP.
2. **Support Letters from Pharmaceutical Partners or Other Collaborators:** See "Collaborative Partners" on pg. 15 of the RFP.
3. **Publication Reprints:** Each application is limited to 3 (three) publications.



4. **Institutional Verification Letter:** (Assistant Professor applicants in lab/translational track only)

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

When uploading documents to Proposal Central 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:**

Research Grants Department (M-F, 9:00 am – 5:00 pm EST)  
Grants General Email: [researchgrants@lymphoma.org](mailto:researchgrants@lymphoma.org)

**TECHNICAL HELPLINE:**

Questions concerning login access, difficulty uploading documents, and/or error messages from the Proposal Central electronic submission system should be directed to the Proposal Central 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 5, 2024 at 5:00PM EST. EXTENSIONS WILL NOT BE GIVEN.**

- **Review**

**September–November 2024**

All applications will be reviewed by the Lymphoma Research Foundation Scientific Advisory Board (SAB).

- **Notification**

- **December 2024**

- Applicants will receive notification of funding decision no later than December 23, 2024. Individuals selected as Lymphoma Research Foundation Grantees will receive with their notification a Research Grant Agreement and Policy, Terms and Conditions for signature by the Grantee, the Primary Mentor, and the sponsoring institution.

- **Workshop**

- **March 4 -7, 2025**

- Selected awardees will be expected to attend the LSRMP Workshop in Henderson, Nevada which runs from dinner on Tuesday, March 4 through evening Friday, March 7, 2025.

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

Applicants should follow the instructions on the Proposal Central 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 Proposal Central server until completed. Incomplete applications cannot be submitted. A complete application must include all of the items listed on the checklist on page 20, including all required signatures. All applications must be submitted in English.

Applicants and their institution's grant office may also wish to review the sample LSRMP Award Policy, Terms and Conditions, and the Grants FAQ, which are available on the Lymphoma Research Foundation 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) with concerns or questions about the requirements.

After successful submission of an application, applicants will receive a confirmation email from Proposal Central. **Please check that the email associated with your Proposal Central 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 LSRMP Scholar. If the grantee 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 Lymphoma Research Foundation Grant funds to a different researcher if the original recipient becomes ineligible or unavailable.

All Lymphoma Research Foundation applications, application evaluations, and priority scores are considered confidential and are made available only to the SAB, the Board of Directors (BOD), Foundation and Proposal Central administrative staff, and other Foundation 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 the Lymphoma Research Foundation and Proposal Central endeavor to protect the confidentiality of proposal and evaluation materials, confidentiality cannot be guaranteed.

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## Checklist for Applicants

### Lymphoma Scientific Research Mentoring Program 2025

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 5, 2024**, as late applications **will not be accepted**.

If this checklist is not part of the full RFP document, review the full RFP document at [lymphoma.org/grants](https://lymphoma.org/grants) before starting your application.

#### Application and Submission Checklist

- Register and complete a professional profile at Proposal Central (<https://ProposalCentral.altum.com>).
- Ensure that your grants and contracts office has registered your institution and signing officials with Proposal Central and that your primary mentor has a Proposal Central account so they can sign your application.
- Two (2) letters of support **in addition to** your Primary Mentor's letter, are required. Applications cannot be submitted if three 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 Proposal Central system. You do not need to complete the application all at once; your application will be saved on the server until completed. **Incomplete applications cannot be submitted.** See more on required Application parts below.
- Download and review with your institution's grant office the "LSRMP Policy, Terms and Conditions" as posted on [lymphoma.org/grants](https://lymphoma.org/grants). **All** 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 Foundation grant programs.
- Have yourself, your Primary Mentor and either your Institutional Signing Official or an authorized Grants Officer sign the Signature Page electronically through Proposal Central
- Have yourself, your Primary Mentor and your Institutional Signing Official sign the Lymphoma Research Foundation Waiver, which may be signed in ink or by an electronic signature program such as Adobe Sign or DocuSign. The fully signed document should be uploaded in the Attachments section.
- Prepare the Application Cover Sheet (2 pages) and upload to Proposal Central as a PDF.

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

- Applicant Biosketch**
- Applicant Career Development Plan** – See RFP page 14 for page limits and instructions
- Mentor Biosketch(es)**
- Statement of Level of Effort**
- Primary Mentor Letter of Support**
- Two (blinded) general Letters of Support**
- Non-Technical Abstract**
- Technical Abstract**
- Areas of Study/Keywords** – fill out through Proposal Central.
- Research Proposal** – See RFP page 11 for detailed page limits, and special instructions for resubmissions.
- Current and Pending Research Support**
- Budget**—Fill out through Proposal Central.
- 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**
  - Institutional Verification Letter** (Assistant Professor lab/translational track applicants only)
  - Publication Reprints** -- not required. Publications are not subject to 30 page limit but no more than three (3) publications should be submitted.