



NATIONAL COMPREHENSIVE CANCER NETWORK

FOUNDATION

Guiding Treatment. Changing Lives.

NCCN Foundation – Young Investigator Awards (YIA) Submissions Frequently Asked Questions

PROPOSAL SUBMISSION QUESTIONS:

- Question:** Are proposal submissions due by a certain time on the due date?
Answer: Yes, proposal submissions are due on the due date by 5:00 pm ET.
- Question:** Does the NCCN Member Institution need to submit the name of the nominee in advance?
Answer: Yes, the name of the nominee must be submitted to the NCCN Foundation in advance of the nominee applying for the YIA.
- Question:** If the nominee has additional mentors from other institutions, should these mentors be listed?
Answer: All mentors can be included.
- Question:** If the nominee's study is focused on more than one disease jointly, should they enter just one tumor type on the proposal or list all tumor types?
Answer: All tumor types should be listed.
- Question:** What font size and margins should be on the research proposal?
Answer: One-inch margins and a 12-point Times New Roman font type.

SUPPORTING DOCUMENT QUESTIONS:

- Question:** Can the letter of support be written by a Division Chief as opposed to the Cancer Center Director, Department Head, or Dean?
Answer: Yes.
- Question:** Is there a page limitation for the Mentor's letter of support?
Answer: No, there is no page limitation for the Mentor's letter of support.
- Question:** Where in the proposal submission should the supporting documents be included?
Answer: Include all supporting documents following the research proposal in a single PDF document.
- Question:** Will an Institutional Facepage that contains the signature of the institutional signing official suffice for the budgetary approval?
Answer: Only if it clearly states that the budget has been reviewed and approved. Otherwise, a separate letter is required.

10. **Question:** How is the Office of Sponsored Research (OSR) Letter of Support letter different from the Department Chair Letter of Support?
- Answer:** Each letter identifies a different area of institutional support. A single letter may be submitted but must clearly state that the proposal has support from both the Department Chair and the OSR.
11. **Question:** Who should be named as the “Contract Personnel” in the Contact Information section?
- Answer:** Please provide the contact information for the institutional contract personnel that should receive and negotiate the Terms and Conditions agreement if you are awarded funding.

BUDGET QUESTIONS:

12. **Question:** Is it possible to budget a salary for a co-investigator, in addition to the grant recipient, postdoctoral or clinical research/fellows associates/assistants?
- Answer:** Yes, co-investigators involved in the study may be included in the budget; all salaries must adhere to the current NIH salary cap.
13. **Question:** If funding is already coming from another grant related to the research, but the NCCN Foundation YIA proposal has a different focus, is it possible to apply for the YIA?
- Answer:** Yes, as long as the focus of the project is different than the funding of the other grant, you may apply for the YIA. Overlapping funding is not allowed.
14. **Question:** What type of expenses fall under the “clinical budget” category and which expenses should go in the “correlative budget”?
- Answer:** All costs associated with running the clinical study, i.e. PI cost, IRB and pharmacy fees, patient costs and any costs that are associated with the clinical study should be on the clinical budget. For the correlative studies, there may be PI staff costs as well as research assistant costs if someone other than the PI is performing the tests. Also, include cost of laboratory supplies, reagents, assays, and all costs associated with performing the correlative studies.
15. **Question:** What is considered a “non-research related expense”?
- Answer:** Non-research related expenses are considered indirect costs or funds that are not used directly for research. Within the total YIA budget of \$150,000, non-research related expenses will be covered to a maximum of 8%.
16. **Question:** Can a standard budget worksheet be submitted with the proposal?
- Answer:** No, the NCCN Budget template is required.
17. **Question:** What is the total amount of the grant?
- Answer:** The total amount of the grant is not to exceed \$150,000 or \$75,000 per year for 2 years.
18. **Question:** Per the RFP, travel is not an eligible expense for the project. Can mileage reimbursement for the Project Investigator to travel to the study sites be included in the budget?
- Answer:** Yes, mileage reimbursement for the Project Investigator to travel to study sites can be included in the budget. The travel budget should not exceed \$2,500.

TECHNICAL QUESTIONS:

19. **Question:** In what format should the proposal be submitted?

Answer: The proposal and all supporting documents should be consolidated into one single PDF document.

20. **Question:** How do I submit my proposal?

Answer: Please email your PDF document to foundationproposals@nccnfoundation.org by the proposal submission deadline.

ELIGIBILITY QUESTIONS:

21. **Question:** What is meant by “first full-time appointment”?

Answer: The NCCN Foundation defers to each institution’s Office of Sponsored Research to make eligibility determinations regarding “first full-time appointments” for their nominees. Interested young investigators should work with their Office of Sponsored Research to determine if they are eligible to receive a nomination based on prior appointments.

22. **Question:** Is a nominee who will begin his/her first full-time appointment by the award start date eligible?

Answer: Yes.

23. **Question:** Would a project be considered eligible for funding if the protocol is in the beginning stages and the IND is being prepared for submission?

Answer: Yes, the project will be considered for funding as long as the investigator will be able to meet the timeline required for the project.

24. **Question:** Is there a limit to the number of years a nominee can be in their first full-time appointment?

Answer: If the institution considers the investigator to be early in his/her career he/she is eligible for this program.